



GOVERNMENT OF SINDH

**THE
SINDH GOVERNMENT RULES
OF BUSINESS 1986**

(As Amended up-to 13-03-2024)



GOVERNMENT OF SINDH

**THE
SINDH GOVERNMENT RULES
OF BUSINESS 1986**

(As Amended up-to 13-03-2024)



CHIEF SECRETARY GOVERNMENT OF SINDH

PREFACE

The existing "*Sindh Government Rules of Business, 1986*" were notified on 13th August, 1988 and published in a booklet form. Since the issuance of the Sindh Government Rules of Business, 1986 and its publication, numerous amendments had been carried out with the approval of competent authority. The Implementation & Coordination Wing of the SGA&CD has taken steps to compile, consolidate and up-date the Sindh Government Rules of Business, 1986 in the booklet form by incorporating all the amendments in the Rules ibid carried out from time to time.

Mr. Shahab Qamar Ansari Secretary (I&C), SGA&CD, Mr. Abdul Shakoor Noonari Additional Secretary (Regulation), Mr. Ihtashamul Haq Azhar Soomro Deputy Secretary (Regulation), Mr. Musaddique Memon Section Officer (Regulation-I) and its staff members were the key officers involved in the whole exercise and they need to be acknowledged for their untiring efforts in bringing about these up-dated Rules in the present published format.

Last but not the least, I appreciate the efforts of Mr. Ali Ahmed Baloch Secretary, Law, PA & Criminal Prosecution Department, Mr. Shafquat Ali Larik Section Officer and Mr. Kamran Ali Umrani Librarian for their valuable input and painstaking efforts in making these Rules free from errors and mistakes. Needless to say, these Rules have a statutory status. It is, therefore, expected that all Departments and lower formation would follow them in letter and spirit.

(DR. MUHAMMAD FAKHRE ALAM)
CHIEF SECRETARY SINDH

Karachi, dated 12th March, 2024

TABLE OF CONTENTS

S.NO.	SUBJECT	RULE	PAGE
PART-I GENERAL			
1.	Short title and commencement	1	1
2.	Definitions	2	1-2
3.	Departments and their Business	3	2
4.	Organization of Department	4	3
PART-II GOVERNOR			
5.	References to Governor	5	3-4
6.	Appointment of Advisors and Special Assistants	6	4
PART-III CHIEF MINISTER			
7.	Allocation of Departments	7	4-5
8.	References to the Chief Minister	8	5
9.	Power to refer cases to the Cabinet	9	5
10.	Waiving of and dispensing with reference to Cabinet	11	5
11.	Power to give direction regarding Assembly	12	5
12.	Approval of Legislative Proposals	13	6
13.	Procedure in case of difference of opinion, doubt or dispute	14	6
14.	Power in Financial matters	15	6
15.	Matters involving Federal and other Provincial Government	16	6
16.	Submission of Cases	17	6
17.	Duties of Chief Minister in relation to Governor	18	6
PART-IV FUNCTIONS OF MINISTERS AND SECRETARIES			
18.	Functions of the Ministers	19	7
19.	When there is no Cabinet	20	7
20.	Functions and powers of the Chief Secretary	21	7-8
21.	Duties and Functions of Secretary	22	8
22.	General procedure for disposal of business	23	8-9
23.	Orders, instruments and contracts	24	9
PART- V DEPARTMENTAL PROCEDURE			
24.	Consultation among Departments	25	9
25.	Services and General Administration Department	26	9-10
26.	Home Department Manner of submission of certain cases	27	10
27.	Consultation with Finance Department	28	10-11
28.	Consultation with Law Department	29	11-12
29.	Planning and Development Board, Sindh, Planning & Development Department	30	12
30.	Reference from Head of Attached Department	31	12
31.	Secretaries Committees	32	12-13

PART- VI SERVICES			
32.	Public Service Commission	33	13
33.	Selection Board	34(i)	13
34.	Difference between Selection Board and the Department	34(ii)	13-14
35.	Omitted	35	14
PART-VII CABINET PROCEDURE			
36.	Business brought before the Cabinet	36	14
37.	Method of disposal by the Cabinet	37	14
38.	Submission of Cases to the Cabinet	38	14-15
39.	Procedure regarding Cabinet Meetings	39	15-17
40.	Procedure regarding Cabinet decision by circulation	40	17
41.	Procedure regarding Committee of Cabinet	41	17
42.	Action on Cabinet Decision	42	17-18
43.	Secrecy of the Cabinet meetings	43	18
44.	Custody of Cabinet papers	44	18
PART- VIII LEGISLATION			
45.	Official Bills	45	18-20
46.	Reconsideration of Bill by Provincial Assembly	46	20
47.	Non-official Bill and amendment	47	20-21
48.	Ordinance	48	21
49.	Summoning Prorogation and dissolution of the Assembly	49	21
PART -IX RELATIONS WITH THE ASSEMBLY			
50.	General provisions regarding Bill, etc.	50	21-22
51.	Resolutions and Motions	51	22
52.	Questions	52	22-23
53.	Budget	53	23
54.	Year Book	54	23
55.	Annual Report	55	23
PART - X MISCELLANEOUS PROVISIONS			
56.	Protection and communication of official information	56	24
57.	Channel of Communication	57	24
58.	Transaction of Business	58	24-25
59.	Relaxation	59	25
60.	Repeal	60	25
SCHEDULES			
61.	SCHEDULE-I		26-33
62.	SCHEDULE-II		34-64
63.	SCHEDULE-III		65
64.	SCHEDULE-IV		66-67
65.	SCHEDULE-V		68
66.	SCHEDULE-VI		69-71
67.	SCHEDULE-VII		72
68.	SCHEDULE-VIII		73
69.	SCHEDULE-IX		74

GOVERNMENT OF SINDH
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT

NOTIFICATION

Karachi, the 13th August 1988.

No. SOR-1 (S&GAD) 3/2-85(Pt. III):- In pursuance of the provisions of Article 139 (3) of the Constitution of the Islamic Republic of Pakistan, the ¹*Government* of Sindh are pleased to make the following rules, which shall have effect from 20th November, 1986:-

SINDH GOVERNMENT RULES OF BUSINESS, 1986.

PART-I
GENERAL

1. (i) These rules shall be known as the Sindh Government Rules of Business, 1986. **Short title and commencement.**

(ii) They shall come into force at once.

2. In these rules, unless the context otherwise requires – **Definitions.**

- (i) "Assembly" means the Provincial Assembly of Sindh;
- (ii) "Attached Department" means the Department mentioned in column 3 of Schedule-I;
- (iii) "Branch" or "Section" means sub-division of a Department dealing with one or more specified subject;
- (iv) "Business" means all work done by Government;
- (v) "Cabinet" means the Chief Minister and Ministers referred to collectively;
- (vi) "Case" means a particular matter under consideration and includes all papers relating to it required to enable the matter to be disposed, namely, correspondence, notes and previous papers, if any, on the subject or subjects covered by or connected with it;
- (vii) "Chief Minister" means Chief Minister of Sindh;
- (viii) "Chief Secretary" means Chief Secretary to the Government of Sindh;
- (viii-a) ²["Chairman" means the Chairman, Planning and Development Board Sindh, Planning and Development Department;

¹ Substituted by the Constitution 18th Amendment Act 2010

² Inserted by Notification No.SORI(SGACD)-4/2017(P&D/B) DATED 08-11-2017

- (ix) "Commission" means the Public Service Commission established for the Province of Sindh in pursuance of Article 242 of the Constitution;
- (x) "Constitution" means the Constitution of the Islamic Republic of Pakistan;
- (xi) "Department" means an administrative unit in the Secretariat responsible for the conduct of business in a specified sphere;
- (xii) "Gazette" means the Sindh Government Gazette;
- (xiii) ¹["Government" means the Government of Sindh acting through Chief Minister or Chief Minister alongwith Ministers];
- (xiv) "Governor" means the Governor of Sindh;
- (xv) "Head of an Attached Department" means an officer shown in column 4 of Schedule-I;
- (xvi) "Member" means a member of the Assembly;
- (xvii) "Minister" means a Minister appointed under Article 132 of the Constitution;
- (xviii) "Schedule" Means a Schedule of these rules;
- (xix) "Secretariat" means the Departments referred to collectively;
- (xx) ²"Secretary" means and includes the Chief Secretary, Chairman, Additional Chief Secretary, Secretary, Special Secretary and Additional Secretary to Government incharge of a Department; and
- (xxi) "Speaker" means the Speaker of the Assembly.

3. (i) There shall be Secretariat comprising the Departments specified in column 2 of Schedule-I. **Departments and their business.**

(ii) The business shall be distributed amongst several Departments in the manner indicated in Schedule-II.

(iii) There shall be Attached Departments as shown in column 3 of Schedule-I.

(iv) The business of Government, other than the business transacted in the Secretariat or the attached Department shall be transacted in such manner as the Chief Minister may determine.

¹ Substituted vide Notification No. SOR1(SGA&CD)2-4/2001(SGA&CD) dated 06.12.2012.
² Amended vide Notification No. SOR1(SGA&CD)2-4/2017(P&D/B) dated 08.11.2017

4. (i) Each Department shall consist of a Secretary and such other officials subordinate to him as Government may determine:

Organization of Department.

Provided that the same person may be Secretary of more than one Department:

Provided further that in a Department there could be more than one Secretary to deal with subjects to be specified as such in the notification.

(ii) The Secretary shall be the official head of the Department and shall be responsible for its efficient administration and discipline and for the proper conduct of business assigned to the Department under rule 3.

(iii) The Secretary shall, by means of standing orders, distribute the work of the Department among the officers, branches and/or Sections of the Department.

(iv) The Chief Minister may, by notification direct that the Head of an Attached Department shall exercise such powers of Secretary under these rules for the purpose of transaction of such Attached Department.

PAR-II GOVERNOR

5. (i) The Governor shall, subject to the Constitution, in performance of his functions, act in accordance with the advice of the Cabinet or the Chief Minister, as the case may be:

References to Governor.

1["Provided that the Governor shall dispose of the matter within seven days, failing which, such matter shall be deemed to have been disposed by him as per advice of the Cabinet or the Chief Minister, as the case may be"]".

(ii) Notwithstanding the provisions made in these rules, where in terms of any provision of the Constitution any function is to be performed or any orders have to be issued by the Governor in his discretion, the Department concerned shall submit the case to the Governor through Chief Minister in the form of a self-contained, concise and objective **Summary** titled as **SUMMARY FOR THE GOVERNOR** stating the relevant facts and points for decision prepared on the same lines as those prescribed in these rules for a summary for the Cabinet except that only one copy will be required which may not be printed. This procedure will not, however, be applicable where the case is initiated by the Governor himself and decided in consultation with the Chief Minister. The cases to which this sub-rule applies are enumerated in Schedule-III.

(iii) Notwithstanding the provisions made in these rules where in

¹ Proviso added vide Notification No. SORI(SGA&CD)2-4/2001^(SGA&CD)dated 28-10-2013.

terms of any provision of the Constitution, any function is to be performed or any orders have to be issued by the Governor or his specific approvals required, the department concerned shall incorporate a paragraph to the effect in the summary titled as Summary for Chief Minister, Sindh. The Chief Minister shall tender his advice and submit the case to the Governor. After the Governor has seen and approved the case, it shall be returned to the Chief Minister. The cases to which this sub-rule applies are enumerated in Schedule-IV.

(iv) The cases enumerated in Schedule-V shall be submitted for information of the Governor.

(v) The matters relating to Universities requiring orders of the Governor, as Chancellor shall be disposed of by him.

(vi) Any case as may be specified generally or call for specifically by the Governor, shall be submitted to him for approval or information through the Chief Minister.

(v) A case submitted to the Governor shall include a summary containing relevant facts, points for decision and specific recommendations of the Cabinet or the Chief Minister, as the case may be.

(viii) All Summaries on which the Governor has passed orders, shall on their way back to the respective Departments, be routed through Chief Secretary.

6. ¹[(i) The Governor may, in accordance with the advice of the Chief Minister, appoint –

**Appointment of
Advisors, and
Special
Assistants.**

(a) a Special Assistant to the Chief Minister; and

(b) an Advisor to the Chief Minister in respect of a Department.

(ii) The Chief Minister may delegate all or any of the powers of Minister to such Advisor.

PART-III CHIEF MINISTER

7. (i) The Chief Minister may allocate to a Minister one or more Departments or part of a Department, but the Chief Minister shall have powers to pass order in any case concerning any Department without consulting the Minister of that Department.

**Allocation of
Departments.**

(ii) The Chief Minister may, in respect of any Department, delegate all or any of his powers under these rules to a Minister or an Advisor or Secretary of that Department.

(iii) Any order passed by the Chief Minister or any authority to

¹ Substituted by Notification No.SOR-I(S&GAD)3/1-92 dated the 31st March, 1992.

whom he has delegated his powers to pass such orders shall be deemed to be the order passed by the Government.

7-A. ¹[A Parliamentary Secretary for Department shall subject to any general or special order, issued by the Chief Minister in this behalf, deal with such Parliamentary affairs concerning that Department as may be entrusted to him by the Minister and perform such public relations and functions as may be entrusted to him by Minister;

Provided that a Parliamentary Secretary shall not be required to undertake any functions which may entail any interference in the internal working or administration of a Department, Attached Department or a Regional Office".

8. (i) The cases enumerated in Schedule-VI shall be submitted for approval of the Chief Minister.

References to the Chief Minister.

(ii) The cases enumerated in Schedule-VII shall be submitted for the information of the Chief Minister.

(iii) The Chief Minister may give any direction as he deems fit in the case in which the advice of the Commission is not acceptable to a Department.

(iv) The Chief Minister shall be the Chairman of the Selection Board No.I constituted by the Government for making appointments to tenure posts and other senior posts in B-20 and above.

9. The Chief Minister may in his discretion require any case to be submitted to the Cabinet for decision,

Power to refer cases to the Cabinet.

10. The Chief Minister may call a meeting of the Cabinet on the date, time and place to be fixed by him.

10.A. The meeting of the Cabinet shall be attended by the Ministers:

² [Provided that the Chief Minister may require any Advisor or Special Assistant to Chief Minister and others to attend a Cabinet meeting on special invitation].

11. Notwithstanding anything contained in these rules, the Chief Minister may –

Waiving of and dispensing with reference to Cabinet.

(i) in any case waive reference to the Cabinet and pass such orders as he deems fit;

(ii) in case of urgency, dispense with the prior consultation by one Department with the other.

12. The Chief Minister may require the law Department to obtain orders of the Governor on the summoning prorogation and dissolution of the Assembly.

Power to give direction regarding Assembly.

¹ Inserted by Notification No.SOR-I(S&GAD)3/7-94 dated the 7th June, 1995.

² Proviso inserted vide SGA&CD's Notification No.SORI(SGA&CD)2-4/2013^(LAW) Dated 08-11-2016.

13. The Chief Minister may approve the proposed legislation submitted to him and dispense its reference to the Cabinet.	Approval of Legislative proposals.
14. (i) In the event of difference of opinion between Departments, the Minister of the Department primarily concerned shall submit the dispute to the Chief Minister for decision. (ii) In case of difference of opinion between Minister and the Secretary, the Chief Minister shall make an appropriate order in the case submitted to him under rule 19 (i) (c). (iii) In case of any doubt or dispute as to the Department to which a case primarily pertains, the Chief Minister may, on such case being brought to his notice, give general or specific direction.	Procedure in case of difference of opinion, doubt or dispute.
15. On Finance Department's refusal to accord concurrence to any case, the Department may submit after obtaining and incorporating the views of Finance Department, such case to the Chief Minister for his decision.	Power in Financial matters.
16. No reference of important matter shall be made to the Federal Government or any other Provincial Government except under the orders of the Chief Minister.	Matters involving federal and other Provincial Government.
17. (i) A case submitted to the Chief Minister shall include a Summary containing the relevant facts, points for decision and specific recommendations of the Minister and, if there is no Minister, of the Chief Secretary: Provided that in cases relating to service matters, the summary shall be routed through the Chief Secretary. (ii) All summaries on which the Chief Minister has passed orders, shall on their way back to the respective departments, be routed through the Chief Secretary.	Submission of cases.
18. The Chief Minister shall - (i) communicate to the Governor all decisions of the Cabinet relating to the administration of the affairs of the Province and proposals for legislation; (ii) furnish such information relating to the administration of the affairs of the Province and proposals for legislation as the Governor may call for; and (iii) if the Governor so requires, to submit for consideration of the Cabinet any matter on which a decision has been taken by the Chief Minister or a Minister but which has not been considered by the Cabinet.	Duties of Chief Minister in relation to Governor.

PART-IV
FUNCTIONS OF MINISTERS AND SECRETARIES.

19. (i) The Minister shall –

Functions of the
Ministers.

- (a) be responsible for matters delegated to him concerning his Department provided that no important decision shall be taken except with the approval of the Chief Minister, and in any case where prior approval is for any reason not possible, the Chief Minister shall be informed as soon as possible;
- (b) be responsible for conducting the business of his Department in the Assembly;
- (c) submit cases to the Chief Minister as required by these rules;
- (d) keep the Chief Minister informed of any important case disposed of by him, but not already referred to the Chief Minister; and
- (e) submit the case to the Chief Minister for his orders, if on re-submission of the case under rule 22 (f) he still disagrees with the Secretary.

(ii) A Minister may, with the approval of the Chief Minister, and shall, if ordered by the Chief Minister, in respect of any Department in his charge delegate his powers to the Secretary of that Department.

(iii)¹ [Omitted].

20. During the period when there is no Cabinet, the Secretary shall, subject to the instructions, if any given to him by the Governor or Chief Secretary, exercise the powers of Government in the cases required to be submitted to the Chief Minister or the Minister.

When there
is no
Cabinet.

21. In addition to the duties and functions assigned to him under any other provisions of these rules, the Chief Secretary shall –

Functions
and Powers of
the Chief
Secretary.

- (a) be the Chief Advisor to the Governor and Chief Minister in administrative matters;
- (b) exercise, on behalf of the Chief Minister, powers of appointing authority except the power of appointment (other than additional or current charge), transfer, promotion, disciplinary action and matters mentioned at serial numbers 4,6,7 and 19 of Sixth Schedule in respect of officers in B-19 and above;

¹ Omitted vide SGA&CD's Notification No.SORI(SGA&C)2-4/2001^(SGA&CD) dated 06.12.2012.

- (c) be the official head of the Secretariat;
- (d) co-ordinate the activities of all Departments in the administrative field;
- (e) be the Chairman of the Selection Board No.II constituted by Government for making appointments to tenure posts and other senior posts under Government in B-18 (which special pay) and B-19;
- (f) have the power to call for any case or information from any Department, Attached Department, Regional Office, or any other office; and
- (g) be the Secretary of the Cabinet.

22. The Secretary shall –

Duties and functions of Secretary.

- (i) assist the Minister, Chief Minister and Governor in formulation of Policy;
- (ii) execute the sanctioned policy, and orders passed by the competent authority;
- (iii) submit all proposals for legislation to the Cabinet in accordance with Part-VIII of these rules;
- (iv) keep the Minister generally informed of the working of the Department and important cases disposed by him;
- (v) suggest a definite line of action while submitting a case for orders of the Minister;
- (vi) have the power to call for any case or information from any Department, Attached Department, Regional Office, or any other office; and
- (vii) issue, subject to any general or special orders of Government in this behalf standing orders specifying the cases or class of cases which may be disposed by an officer subordinate to him; and
- (viii) ensure strict compliance of these rules in his Department.

23. (i) Instructions as to the manner of disposal of business of the Secretariat shall be issued by the Services & General Administration Department.

General procedure for disposal of business.

(ii) Any doubt or dispute as to the Department to which a case primarily pertains shall be referred to the Chief Secretary, whose decision, subject to the general or special directions of the Chief Minister in this behalf, shall be final.

(iii) Every order shall be passed in writing, and in case of verbal order, it shall be reduced to writing at the earliest opportunity by the officer receiving it and confirmation thereof shall be obtained from the Minister if such order is given by him.

(iv) If any order contravenes a law, rule or policy decision, it shall be the duty of the next below officer to point it out to the authority passing the order.

24. (i) Every executive action of Government shall be taken in the name of the Governor.

**Orders,
instruments and
contracts.**

(ii) Save in cases where an officer has been specially empowered to sign an order or instrument of Government, every such order or instrument shall be signed by the Secretary, the Additional Secretary, the Joint Secretary, the Deputy Secretary, the Section Officer to Government, or the Officer on Special Duty in the Department concerned; and such signature shall be deemed to be proper authentication of such order or instrument.

(iii) Notwithstanding anything contained in sub-rule (ii), an order in service matters shall be notified by the Department concerned or the Services & General Administration Department, as the case may be, and until such Notification is issued, no officer or authority shall communicate such order.

(iv) Contracts shall be made or executed on behalf of Governor in accordance with the instructions issued by the Law Department.

PART -V DEPARTMENTAL PROCEDURE

25. (i) When a case concerns more than one Department, the Department primarily concerned shall consult the other Department before issuing any orders or submitting it to the Governor, the Chief Minister or the Cabinet.

**Consultation
among
Departments.**

(ii) When a case is referred by one Department to another for consultation, all relevant facts and the points for consideration shall be clearly stated.

(iii) A Department may, for purpose of information transmit a copy of communication or show a case to such other Departments as it considers to be of any interest or profit to them:

Provided that copies of cypher telegram received or dispatched by the Cypher Bureau shall be distributed in accordance with standing orders issued by the Chief Secretary.

26. (i) The Services & General Administration Department shall be responsible for - **S&GAD.**

- (a) determining the principles of recruitment, conditions of service, discipline and control of Government servants;
- (b) co-coordinating the policies of all Departments with respect to the services under their control so as to secure consistency of treatment;

- (c) securing to Government servants, the rights and privileges conferred on them by or under the Constitution or any other law for the time being in force;
- (d) determining the strength and the terms and conditions of service of the personal staff of Ministers;
- (e) disposing the petitions of the members of all Pakistan Services addressed to the President; and
- (f) selecting officers, other than those of the rank of Secretary and above, for appointment under the Federal Government.

(ii) No Department shall, without concurrence of the Services & General Administration Department, issue any order, other than an order in pursuance of any general or special delegation made by that Department involving -

- (a) Change in the scope of functions of a Department as specified in Schedule-II, or transfer of functions from one Department to another;
- (b) re-organization or change in the status of Attached Departments or Regional or other offices directly administered by the Department;
- (c) interpretation of rules and orders relating to service matters other than rules and orders issued by the Finance Department; and
- (d) change in the terms and conditions of service or statutory rights and privileges of Government servants.

(iii) No order in respect of emoluments or terms and conditions of service of any person working in the Finance Department shall be passed and no proposal for expenditure relating to that Department shall be sanctioned without prior concurrence of the Services & General Administration Department and for these matters the Chief Secretary shall exercise the functions of the Secretary, Finance Department.

27. The Home Secretary shall –

- (a) keep the Chief Secretary informed generally of all matters affecting public tranquility; and
- (b) submit all cases likely to have major political repercussion to the Chief Minister through the Minister-in-Charge of the Home Department, if any, and the Governor.

**Home
Department
manner of
submission
of certain cases.**

28. (i) No Department shall, without prior concurrence of the Finance Department, issue any order, other than an order in pursuance of any general or special delegation made by the Finance

**Consultation
with Finance
Department.**

Department, which directly or indirectly affects the finances of the Province or which involves -

- (a) relinquishment, remission or assignment of revenue, actual or potential or grant of guarantee against it; or grant of land or lease or license of mineral, forest or water-power rights;
- (b) expenditure for which no provision exists;
- (c) change in the number or grading of posts or terms and conditions of service of Government servants, or their statutory rights and privileges having financial implication;
- (d) levy of taxes, duties, fees, or cesses;
- (e) floatation of loans;
- (f) re-appropriations within budget grants;
- (g) alteration in financial procedure or in the method of compilation of accounts or the budget estimates; and
- (h) interpretation of rules made by the Finance Department.

(ii) No amendment or interpretation of such rules of the Civil Services Rules, as have no financial implication shall be made by the Finance Department without the prior concurrence of the Services and General Administration Department.

(iii) Except to the extent of the power delegated under rules framed by the Finance Department, every order of a Department conveying sanction to be enforced in audit shall be communicated to the audit authorities through the Finance Department.

29. (i) The Law Department shall be consulted by a Department on -

**Consultation
with Law
Department.**

- (a) legal questions arising out of a case;
- (b) the interpretation of any law;
- (c) feasibility of instituting or defending civil or criminal proceedings in which Government is involved; and
- (d) every proposed legislation in accordance with these rules.

(ii) No Department shall issue any statutory rules, regulations, notifications or orders unless these are vetted by the Law Department.

(iii) The Law Department shall vet and give legal form to every proposed legislation sent by a Department:

Provided that legislation of purely formal character may be initiated by the Law Department in consultation with the Department concerned.

(iv) No Department shall consult the ¹[Advocate General and Prosecutor General, except -

- (a) through the Law Department;
- (b) in accordance with the procedure laid down by the Law Department; and
- (c) on specific points.

(v) In case of disagreement between the Advocate-General and the Law Department, the views of both the Law Department and the Advocate-General shall be conveyed verbatim to the Department concerned, which, if it does not accept the view of the Law Department, shall submit the case to the Law Minister for decision and, if necessary, the case shall be placed before the Chief Minister.

30. ²[The Planning and Development Board, Sindh, Planning and Development Department shall co-ordinate the activities of the various Departments in the economic field, and all cases relating to matters of economic policy, planning co-ordination and development in particular, the following cases shall be referred to and processed by the Planning and Development Board, Sindh, Planning and Development Department -

Planning and Development Board, Sindh, Planning and Development Department

- (i) matters affecting or involving economic policy or any change or modification therein;
- (ii) development schemes and major capital outlays;
- (iii) all schemes and projects included in the five-year Plans;
- (iv) any matter affecting more than one sector of economy of the Province; and
- (v) all new expenditure of development nature.

31. (i) A case requiring the approval of Government shall be referred in complete form as far as possible to the Department concerned by the Head of Attached Department or Regional Office.

Reference from Head of Attached Department.

(ii) The case referred under sub rule (i) may be settled in personal discussion between the Head of the Attached Department or the Regional Office and the Secretariat Officer dealing with the case.

32. (i) There shall be constituted a Secretaries' Committee, with the Chief Secretary as its Chairman, to facilitate co-ordination amongst the Departments, provide a venue for the consideration of matters of common interest and tender advice on any case that may be referred to it by the Chief Minister or the Cabinet.

Secretaries Committee.

(ii) The Secretary who wishes a particular matter to be discussed

¹ Substituted vide SGA&CD's Notification No.SORI(SGA&CD)2-4/2001(WDD/1-60) dated 22.02.2021

² Substituted vide SGA&CD's Notification NO.SORI(SGA&CD)2-5/2017 (P&D/8) dated 08.11.2017

in the meeting of the Secretaries' Committee, shall intimate the Services & General Administration Department about his intention of doing so and forward thirty-five copies of a brief note on the subject which would form the basis of discussion.

(iii) The Services & General Administration Department shall issue notice of a meeting of the Secretaries' Committee, together with the agenda, well in advance of the meeting, except that urgent items may be considered in the meeting at short notice.

(iv) Meetings of Secretaries' Committee shall be attended by Secretaries and Additional Secretaries only.

(v) Minutes of the meeting shall, except where keeping of record may not be considered necessary, be recorded by an Officer of the Services & General Administration Department who shall attend the meeting for this purpose and the minutes recorded by him shall be circulated after approval of the Chief Secretary.

(vi) Conclusions reached at the meeting of the Secretaries' Committee shall not be treated as decision of Government and further action in respect thereof may be taken by the Department concerned.

PART-VI SERVICES

33. (i) The advice of the Commission shall ordinarily be accepted by the Department in such cases in which it is obligatory to consult the Commission under law. **Public Service Commission**

(ii) The advice of the Commission shall be submitted to –

(a) the Chief Secretary in the cases in which the Chief Minister or Chief Secretary is the appointing authority and if the advice is approved by the Chief Secretary it shall be deemed to have been approved by the Chief Minister;

(b) the Secretary of the concerned Department in the cases other than the cases mentioned in clause (a) for his approval.

(iii) If the advice of the Commission submitted under sub-rule (ii) is not acceptable the case shall be submitted to the Chief Minister for orders.

34. (i) Government may constitute one or more Selection Board(s) to recommend for appointment and promotion to specified posts other than those to be filled on the advice of the Commission. **Selection Board**

(ii) If the advice of the Selection Board is not acceptable to the Department, the case shall be returned to the Selection Board for reconsideration, and if on reconsideration, the difference still **Difference between Selection Board**

persists, the case shall be submitted to the Chief Minister through the Services & General Administration Department, for his orders. **and the Department.**

35. ¹[Omitted].

PART-VII CABINET PROCEDURE

36. (i) The Cabinet shall be collectively responsible for the advice tendered to, or the executive orders issued in the name of the Governor and each Minister shall be responsible for matters pertaining to his Department. **Business brought before the Cabinet.**

(ii) Following cases shall be brought before the Cabinet:-

- (a) proposals for legislation, official or non-official, including money Bills;
- (b) promulgation and withdrawal of Ordinance;
- (c) annual Budget statement and other financial statements to be laid before the Assembly;
- (d) all taxation proposals;
- (e) cases involving vital political, economic and administrative policies;
- (f) important reports and documents to be laid before the Assembly;
- (g) cases which the Governor or the Chief Minister considers necessary for reference to the Cabinet; and
- (h) any other case to be referred to the Cabinet under these rules.

37. (i) Cases referred to the Cabinet shall be disposed –

- (a) by discussion in a meeting of the Cabinet;
- (b) by circulation amongst Ministers; and
- (c) by discussion in the meeting of a Committee of the Cabinet; provided that the decision of the Committee shall be ratified by the Cabinet unless the Committee is authorized to take final decision.

Method of disposal by the Cabinet.

(ii) Cabinet or Chief Minister may constitute Standing or Special Committees of the Cabinet, as the case may be, to deal with any particular case or class of cases, and determine the terms of reference and membership of such Committees.

38. (i) A case submitted to the Cabinet shall include a Self-contained Summary accompanied by relevant paper as appendices as are necessary for the proper appreciation of the case, the points **Submission of cases to the Cabinet.**

¹ Repealed/omitted vide Notification No.SORI(SGA&CD)2-4/2013 dated 07.07.2017.

for decision and the recommendations of the Minister:

Provided that in the event of the views of the Department being different from the views of the Minister, both the views shall be included in the Summary.

(ii) Where a case concerns more than one Department, the Summary shall be forwarded to the Cabinet after the case has been considered by all such Departments and, in the event of difference of opinion between them, the points of difference shall be clearly stated in the Summary, a copy of which shall be sent to such other Departments simultaneously with its transmission to the Cabinet.

(iii) The Summary containing a proposal involving financial implications shall be submitted to the Cabinet, after the Finance Department has been consulted and its views incorporated therein.

(iv) The Summary relating to legislation shall contain the issues involved.

(v) A draft of Bill, Ordinance or statutory Order shall be submitted to the Cabinet after it has been vetted by the Law Department and thereafter no change shall be made in it except with the consent of that Department.

(vi) A case shall not be included in the agenda unless it reaches the Chief Secretary not less than four days before the meeting of the Cabinet:

Provided that in case of urgency, the Chief Secretary, may at the request of the Secretary concerned, include the case in the agenda whereupon a note explaining the urgency of the case and reasons for the delay shall be sent by the Secretary for circulation among the members of the Cabinet.

(vii) The Secretary shall submit to the Chief Secretary such number of copies of the Summary as may be specified by him.

(viii) If Services & General Administration Department find that the Papers Submitted by a Secretary or either incomplete or do not meet the requirements of these rules or any other instruction in this behalf, that Department shall ordinarily return such papers.

39. (i) The meeting of the Cabinet shall ordinarily be held once every ten days and at the time and place fixed by the Chief Minister:

**Procedure
Regarding
Cabinet
meetings.**

Provided that the Chief Minister may call a special meeting of the Cabinet on any day, time and place fixed by him.

(ii) Every Minister shall so arrange his tour that he is able to attend the periodical meetings of the Cabinet unless he has obtained the Chief Minister's permission for his absence, in which case the Secretary of his Department shall invariably be in attendance at the meeting if any item relating to his Department is in the agenda of

that meeting.

(iii) The Chief Minister shall preside over all meetings of the Cabinet:

Provided that in the absence of the Chief Minister any Minister nominated by him shall preside over such meetings.

(iv) Every decision taken by the Cabinet in the absence of the Chief Minister shall be submitted for his approval:

Provided that in case of urgency the Cabinet may direct that immediate action may be taken in anticipation of such approval.

(v) The Chief Secretary shall ordinarily send the agenda of the meeting, together with the Summaries relating to the items on the agenda to all Ministers not less than three days before the meeting, but in case of Special meetings, short notice may issue:

Provided that in case of urgency the Cabinet may direct that immediate action may be taken in anticipation of such approval.

(vi) A case shall not be discussed in the meeting of the Cabinet unless the Summary relating to it has first been circulated:

Provided that if the Chief Minister is satisfied he may dispense with the requirement of this sub-rule.

(vii) The Secretary shall, unless otherwise directed, attend the meeting of the Cabinet for which he shall be informed in advance and in the agenda of which any item relating to his Department is included.

(viii) In the absence of his Minister from Headquarters, if the Secretary considers that the discussion on any item, relating to his Department should await return of his Minister, he may request the Chief Secretary for its postponement.

(ix) A Minister or a Secretary may, if he considers necessary, request for withdrawal of the case pertaining to his Department from the agenda.

(x) The Chief Secretary shall -

- (a) attend all meetings of the Cabinet;
- (b) prepare a brief record of the discussion which, in the absence of a special direction by the Cabinet, shall be of impersonal nature;
- (c) record the decision without any statement or reasons therefore; and
- (d) circulate among the Ministers, a copy of the record prepared under clauses (b) and (c) for their perusal and return within twenty-four hours.

(xi) If a Minister finds that there has been any mistake or omission in recording the minutes, he shall point it out to the Chief Secretary within twenty-four hours of the issue of the minutes and thereafter the Chief Secretary shall obtain the orders of the Chief Minister and finalize the minutes.

(xii) In the absence of his Minister if the Secretary has attended the meeting of the Cabinet, a copy of the record of the item relating to his Department shall be sent to him as required by clause (d) of sub-rule (x) and sub-rule (xi).

(xiii) The Chief Secretary shall send to the Secretary a copy of the decision of the Cabinet relating to any item of his Department by the Cabinet, for necessary action under rule 41, and, if considered necessary, also a copy of points discussed.

40. (i) While circulating a case among the members of the Cabinet, the Chief Secretary shall specify the time by which they shall communicate opinions to him and if any member does not communicate his opinion within the time so specified it shall be presumed that he accepts the recommendations contained in the Summary.

**Procedure
Regarding
Cabinet decision
by circulation.**

(ii) On expiry of the specified time, the Chief Secretary shall submit the opinions of the members of the Cabinet, if any, to the Chief Minister for decision.

(iii) If the Chief Minister directs that the case be discussed in the meeting of the Cabinet the opinions recorded by the members of the Cabinet shall be circulated by the Chief Secretary in the form of supplementary summary.

(iv) Cases for information and submitted to the Cabinet shall normally be disposed of by circulation.

41. (i) Meeting of a Committee of the Cabinet shall be convened by the Chief Secretary under the direction of the Chairman of the Committee, who shall preside at such meeting.

**Procedure
regarding
Committee
of Cabinet.**

(ii) Officers of the Department concerned may be associated with the deliberations of the committee as and when considered necessary.

(iii) The procedure provided by rules 37 and 38 shall apply mutandis to the submission of cases to and meetings of the Committee.

42. (i) When a decision of the Cabinet is received by the Department concerned, it shall acknowledge the receipt of such decision and take prompt action for giving effect thereto.

**Action on
Cabinet
decision.**

(ii) Secretary shall keep record of the decisions received under sub-rule (i), keep constant watch over the progress of the action taken thereon and be responsible for consulting or informing any

other Department in order to ensure full implementation of the decisions:

Provided that the record of the discussion preceding a decision shall not be passed down to other Departments or to other officers of the Department concerned unless it contains points requiring consideration or action in such other Departments or by those officers, as the case may be.

(iii) The Chief Secretary shall ensure implementation of each decision of the Cabinet and for that purpose, request the Secretary of the Department concerned to supply to him such documents and reports as he may require.

(iv) The Chief Secretary shall maintain record of each case submitted to the Cabinet, which shall consist of -

- (a) a copy of all papers issued under rule 38(v), 39(i) and 40;
- (b) a copy of the record prepared under rules 38(x), 39 and 40; and
- (c) the documents received under rule 41 (iii).

43. (i) Proceedings of the meetings of the Cabinet and the record of the discussion in such meetings shall be secret.

**Secrecy of
the Cabinet
meetings.**

(ii) All papers submitted to the Cabinet shall be secret till decision of the Cabinet where-after the Secretary concerned shall, subject to any general or special orders of the Chief Secretary in this behalf, determine whether the papers shall continue to be classified as secret.

44. A Minister shall return to the Chief Secretary -

**Custody of
Cabinet papers.**

- (a) the papers sent to him under rule 39 immediately after recording his opinion;
- (b) the agenda and supporting Summaries issued to him for the meeting of the Cabinet, immediately after the meeting has taken place;
- (c) the papers relating to the discussions as well as the decisions of the Cabinet immediately after perusal; and
- (d) reports of action taken on decisions of the Cabinet or other papers circulated for information, immediately after perusal, unless otherwise indicated.

PART VIII LEGISLATION

45. [(i) The Department administratively concerned shall determine the contents of the proposed legislation, consult the other Department, including Finance Department, if necessary, and refer it to the Law Department alongwith necessary papers which shall include a draft Bill together with Statement of Objects and Reasons

Official Bills.

and a self-contained note explaining the background and the provisions of the Bill.

(ii) When the proposed legislation is referred to the Law Department it shall be examined by the Law Department and if it is

- (a) legally feasible, it shall be vetted and given legal shape;
- (b) legally not feasible, it shall be returned with such advice.

(iii) After the proposed legislation is vetted by the Law Department, it shall be sent to the Department concerned to obtain approval of the Chief Minister for placing the same before the Cabinet.]¹

(iv) The Department concerned shall then submit the case to the Cabinet -

- (a) for approval of the draft Bill;
- (b) for deciding any issue connected with the Bill;
- (c) for consent under Article 115 of the Constitution if necessary;
- (d) for orders as to which of the following motions should be made in the Assembly:-
 - (i) that it should be taken into consideration at once;
 - (ii) that it should be taken up at a future date to be specified;
 - (iii) that it should be referred to a Select Committee or a Standing Committee; or
 - (iv) that it should be circulated for the purpose of eliciting opinion thereon.

(v) The Department concerned shall prepare for the use of Minister a brief which shall include the directions of the Cabinet and the Chief Minister with regard to the Bill.

(vi) The Department concerned shall forward the draft legislation in its final form with a Statement of Objects and Reason duly signed by the Minister, to the Law Department which shall arrange for inclusion of the Bill in the official business of the Assembly and, in case of urgency, that Department may request the Assembly Secretariat to publish the Bill in the Gazette before its introduction in the Assembly.

(vii) The Bill shall be introduced in the Assembly by the Minister.

(viii) The Assembly Secretariat shall forward the Bill in the form in which it is passed and duly signed by the Speaker, to the

¹ Sub-rules (i), (ii) & (iii) substituted vide SGA&CD's Notification No.SORI(SGA&CD)2.4/2013(LAW/SGA&CD) dated 08.11.2016.

Law Department for obtaining the assent of the Governor and that Department shall submit the Bill through the Law Minister to the Chief Minister, who shall advise the Governor to assent to the Bill.

(ix) The Law Department shall convey the assent of the Governor to the Speaker through the Law Minister.

46. When the Governor has returned a Bill to the Provincial Assembly, it shall be reconsidered by the Provincial Assembly and if it is again passed, with or without amendment, by the Provincial Assembly, by the votes of the majority of the Assembly members of the Provincial Assembly present and voting, it shall be again presented to the Governor and the Governor, shall not withhold assent there-from.

**Reconsideration
of Bill by
Provincial
Assembly.**

47. (i) On receipt of a notice to the introduction of a non-official

**Non-official Bill
and
amendment.**

- (a) assess the administrative implications of the proposed legislation;
- (b) consult other Departments, including Finance Department, if necessary; and
- (c) obtain the advice of Law Department –
 - (i) whether the Bill can be introduced in the Assembly and is otherwise in order; and
 - (ii) whether previous consent to the Cabinet to its introduction is necessary;
 - (iii) After the advice of the Law Department has been obtained and, where necessary, consultation with the Departments concerned has been made, the Department concerned shall obtain:-
 - (a) instructions of the Cabinet regarding the provision of the Bill; and
 - (b) decision of the Cabinet as to which of the following motions in the Assembly is to be supported:-
 - (i) that it be taken into consideration by the Assembly either at once or at some future date to be specified;
 - (ii) that it be referred to a Standing Committee or a Select Committee;
 - (iii) that it be circulated for the purpose of eliciting opinion thereon; and
 - (iv) that it be opposed; and
 - (c) consent under Article 115 of the Constitution, if necessary to the introduction of the Bill in the Assembly.

(ii) If it is decided by the Cabinet to support the Bill it shall be sent to the Law Department for vetting and giving legal shape

before its introduction in the Assembly.

(iii) The Department concerned shall prepare for the use of the Ministers a brief, which shall include the direction of Cabinet with regard to the Bill.

48. (i) The provisions of rule 45 shall, as far as may be, apply if the proposed legislation is an Ordinance. **Ordinance.**

(ii) The Law Department shall promulgate the Ordinance and arrange to lay it before the Assembly as required by clause (2) of Article 128 of the Constitution.

49. (i) The Law Department shall under the direction of the Chief Minister obtain the orders of the Governor as to the date of summoning the Assembly and communicate the same to the Secretary of the Assembly. **Summoning Prorogation and dissolution of the Assembly.**

(ii) As soon as the date of session of the Assembly is fixed and notified, all Departments shall promptly forward to the Law Department detailed lists of the legislative business intended to be brought before the Assembly and communicate the same to the Secretary of the Assembly.

(iii) The Law Minister shall prepare a Provisional Schedule of the business to be brought before the Assembly and make proposals to the Speaker for the allotment of days for official as well as non-official business and the program as approved by the Speaker, shall be communicated by the Assembly Secretariat to all Departments and the Secretary to Governor.

(iv) The Law Department shall under the direction of the Chief Minister obtain the orders of the Governor, as to the date of prorogation of the Assembly and communicate the same to the Secretary of the Assembly.

(v) The Law Department shall notify in the Gazette the date of the summoning, prorogation, or dissolution of the Assembly.

PART-IX RELATIONS WITH THE ASSEMBLY

50. (i) On receipt of a Bill, resolution, motion, question or any other business to be brought before the Assembly, the Assembly Secretariat shall immediately forward a copy thereof to the Department concerned. **General provisions regarding Bill, etc.**

(ii) In case of doubt as to which Department a business of the Assembly pertains, the Assembly Secretariat shall obtain the orders of the Chief Secretary.

(iii) If a Bill, resolution, motion, question or any other business of the Assembly has been wrongly forwarded to a Department by the Assembly Secretariat, that Department shall promptly transfer it

to the other Department to which it pertains in consultation with the Chief Secretary, if necessary, and under intimation to the Assembly Secretariat.

(iv) The Assembly Secretariat shall promptly intimate the Department as to the admission or otherwise, as the case may be, of a non-official Bill, resolution, motion, question or any other business of the Assembly to enable it to regulate further action in respect thereof.

(v) On receipt of a communication relating to business of the Assembly from the Law Department, Assembly Secretariat or any other authority, it shall immediately be brought to the notice of the Secretary and the Minister.

51. (i) When an official resolution or motion is to be moved in the Assembly, the Department concerned shall, after consulting the Law Department and obtaining the approval of the Cabinet, forward it together with a formal notice duly signed by the Minister, to the Secretary of the Assembly, who shall, if the resolution or motion is admitted by the Speaker, arrange for its inclusion in the official business of the Assembly.

Resolutions and motions.

(ii) On receipt of a non-official resolution or motion from the Assembly, the Secretary of the Department concerned shall assess its administrative implications and examine whether the discussion would be detrimental to public interest.

(iii) The resolution or motion referred to in sub-rule (ii) shall be submitted to the Cabinet or in case the time does not so permit, to the Chief Minister, for orders.

(iv) The Department concerned shall prepare a brief regarding each resolution or motion, official or non-official, for use of the Minister.

(v) After a resolution or motion has been adopted by the Assembly, it shall be forwarded by the Assembly Secretariat to the Department concerned for appropriate action.

52. (i) On receipt from the Assembly Secretariat of a question proposed to be asked in the Assembly, the Department concerned with the approval of the Minister shall draft a reply thereto and forward the specified number of copies thereof to the Assembly Secretariat not less than one day before the day on which it is to be asked.

Questions.

(ii) In the case of a starred question to be asked in the Assembly, the Department concerned shall prepare a brief for the use of the Minister to enable him to answer any supplementary question.

(iii) The Assembly Secretariat shall forward a copy of the supplementary question asked in the Assembly and the reply giving thereto, to the Department concerned as soon as possible after the

day's sitting of the Assembly.

(iv) The Department concerned shall be responsible for giving effect to the undertaking given by the Minister in reply to any question asked in the Assembly.

53. (i) The Finance Department shall intimate to the Secretary of the Assembly the date on which the annual budget is proposed to be presented and on receipt of such intimation the Secretary of the Assembly shall obtain the orders of the Chief Minister through the Chief Secretary and notify in the Gazette the date approved by the Chief Minister. **Budget.**

(ii) The Assembly Secretariat shall forward a cut motion proposed to be moved in the Assembly to the Department concerned and on receipt of the motion that Department shall examine the points raised and the points likely to be raised and prepare a brief for use of the Minister.

54. (i) At the beginning of every financial year, each Department shall, for the information of the Cabinet, prepare as a permanent record, a permanent record, a Year Book which shall contain - **Year Book.**

- (a) the details of its activities, achievements and progress during the preceding financial year giving only the unclassified information which can be used for reference purposes;
- (b) the program of activities and targets set out for itself during the preceding financial year and the extent to which they have been realized; and
- (c) the relevant statistics properly tabulated.

(ii) Every year book shall be circulated by the Chief Secretary for information of the Cabinet.

55. (i) There shall be prepared by the Services & General Administration Department an annual report on the observance and implementation the principles of Policy in relation to the affairs of the Province in terms of clause (3) of Article 29 of the Constitution. **Annual Report.**

(ii) The Services & General Administration Department shall cause the report to be laid before the Assembly.

(iii) The provisions of rule 54 shall apply for the preparation and circulation of the report.

PART-X
MISCELLANEOUS PROVISIONS

56. (i) No Government servant shall, unless generally or specially authorized in this behalf, communicate to the Press, Officials belonging to other Government Offices or any private individual, any information acquired directly or indirectly from official record or in the dis-charge of his official duties.

**Protection and
Communication
of official
information.**

(ii) Detailed instructions shall be issued by the Chief Secretary for the treatment and custody of official documents and information of a confidential character.

(iii) Official news or information shall ordinarily be conveyed to the Press through the Information Department in the manner prescribed by that Department.

(iv) No person other than a Minister, Secretary or such other officer as may be authorized, shall act as Official spokesman of Government.

57. (i) Correspondence in respect of subjects allocated to a Department shall, subject to rule 16, be conducted direct by that Department with the Federal Government or any Provincial Government ordinarily by addressing a communication to the Secretary of the Ministry or the Department, as the case may be.

**Channel of
Communication.**

(ii) Correspondence with the Government of a foreign country, a Pakistan Diplomatic Mission abroad, a foreign mission in Pakistan or an international organization, shall normally be conducted through the Foreign Affairs Division of the Federal Government or in accordance with general or special orders issued by that Division.

(iii) Correspondence with the headquarters of the Defense Services, namely, General Headquarters, Naval Headquarters or Air Headquarters or their subordinate formations shall be conducted through the Defense Division of the Federal Government or in accordance with general or special orders issued by the Division:

Provided that this sub-rule shall not effect normal communications between the Services Commander and the Civil authorities of his area, or interdepartmental discussion in which representative of Services are required to take part.

(iv) Correspondence between a Department and an Attached Department or Regional Office of another Department shall be conducted through the Secretary of the latter Department.

58. (i) No officer other than Secretary, Additional Secretary or Joint Secretary, shall take the initiative in approaching a Minister in connection with official business and if Additional Secretary or Joint Secretary holds an oral discussion with the Minister, he shall communicate the points made during the discussion to his Secretary at the first possible opportunity.

**Transaction of
business.**

(ii) If a case relating to an Attached Department or a Regional Office is held up in the Department or the Head of such Attached Department or Regional Office disagree with any decision of the Department, he may seek an interview with the Minister:

Provided that the Secretary concerned shall be informed of the proposed interview so that he can be present to enable the Minister to hear both sides of the case before passing his orders.

59. The Governor may permit, where he considers it necessary relaxation of the provisions of these rules in individual cases. **Relaxation.**

60. The Sindh Government Rules of Business, 1973 are hereby repealed. **Repeal.**

SCHEDULE-I
(See Rule – 3 (i))

S. NO.	Secretariat Department	Attached Department	Head of Attached Department
1.	2.	3.	4.
1.	Agriculture, Supply & Prices Department	(a) Agriculture Engineering and Water Management Sindh. (b) Agriculture Research Sindh. (c) Agriculture Extension Department. (d) Directorate of Supply & Prices.	(a) Director General, Agriculture Engineering and Water Management Sindh. (b) Director General, Agriculture Research Sindh. (c) Director General Agriculture Extension and adaptive Research Project Sindh. (d) Director General Supply & Prices
2.	Auqaf, Religious Affairs, Zakat and Ushr Department	(a) Auqaf Department. (b) Religious Affairs Department (c) Zakat Department	(a) Chief Administrator Auqaf. (b) Director Religious Affairs Department (c) Administrator Zakat
3.	Board of Revenue. a) Revenue Department b) Land Utilization Department c) Relief Department.	(a) Settlement, Survey and Land Records Department. (b) Relief Department.	(a) Director of Settlement, Survey and Land Records. (b) Relief Commissioner.
4.	Chief Minister's Secretariat	¹ (Deleted) ² [Sindh Higher Education Commission]	¹ (Deleted) ² [Chairman Sindh Higher Education Commission]
4-A	³ [Chief Minister's Inspection, Enquiries & Implementation Team, CMIE&IT Department	--	--
5.	⁴ [College Education Department	i. Directorate General of Colleges. ii. ⁵ [Deleted] iii. Sindh Education Policy Commission for Higher Education. iv. Directorate of Planning Dev. and Research for Colleges. v. ⁵ [Deleted] vi. ⁶ [Sindhi Adabhi Board. vii. Education Works for Colleges. viii. Construction of Colleges through Consultants.	i. Director General (Colleges)]. ii. ⁵ [Deleted] iii. Director, Sindh Education Policy Commission for Higher Education. iv. Director, Planning Dev. and Research for Colleges.] v. ⁵ [Deleted] vi. Chairman Sindhi Adabhi Board. vii. Chief Engineer, Education Works for Colleges. viii. Project Director/Director.

¹ Deleted by Notification No.SORI(SGA&CD)1-84/2019 dated 28.02.2019.

² Inserted by Notification No. SORI(SGA&CD)2-4/2001 (1-60) dated 22.02.2021.

³ Inserted by Notification NO.SORI(SGA&Cd)1-84/2019 dated 13.07.2020

⁴ Inserted vide Notification No. SORI(S&GAD) 2-4/2016 (Edu.) dated 06.10.2016.

⁵ Deleted vide Notification No. SORI(S&GAD)2-4/2016(Edu.) dated 20.10.2016).

⁶ Inserted by Notification No. SORI(S&GAD)2-4/2016 (Edu.) dated 06.10.2016.

		ix. Search Committee. x. Accreditation Board/Service Delivery Commission. xi. Directorate of Inspection/Registration of Private Colleges. xii. Directorate of Human Resource and Training for Colleges. xiii. Directorate of Monitoring and Evaluation for Colleges.	Construction of Colleges through Consultants. ix. Chairman, Search Committee. x. Chairman, Accreditation Board/Service Delivery Commission. xi. Director General, Directorate of Inspection/Registration of Private Institutions. xii. Director, Directorate of Human Resource and Training for Colleges. xiii. Director General, Directorate of Monitoring and Evaluation for Colleges].
6.	¹ [Cooperative Department]	i. Cooperative Department ii. Sindh Cooperative Housing Authority.	i. Registrar, Cooperative Societies Sindh. ii. Managing Director, Sindh Cooperative Housing Authority].
7.	² [Culture, Tourism , Antiquities & Archives Department]	(a) Directorate of the Culture (b) Directorate of Tourism (c) Directorate of Tourist Services (d) Pakistan Institute of Tourism and Hotel Management (PITHM) (e) Antiquities (f) ³ [Archives Department	(a) Directorate General of Culture (b) Director Tourism (c) Deputy Controller (d) Director, Pakistan Institute of Tourism and Hotel Management (PITHM) (e) Secretary Antiquities (f) Director Archives]
7-A	³ [Department of Empowerment of Persons with Disabilities]		
8.	⁴ [Energy Department]	i) Directorate of Electric Power ii) Directorate of Oil & Gas iii) Directorate of Alternative Energy iv) Sindh Coal Mines Development v) Directorate of Coal Energy Development vi) Inspectorate of Coal Mines vii) Directorate of Village Electrification Sindh viii) Electricity Monitoring & Reconciliation Cell	i) Directorate General of Electric Power ii) Director of Oil & Gas iii) Director of Alternative Energy iv) Director General of Coal Mines Development v) Director General of Coal Energy Development vi) Chief Inspector of Coal Energy Department vii) Director, Village Electrification Sindh viii) Director (Reconciliation)

¹ Substituted by Notification No. SORI(S&GAD)2-4/2017 dated 02.10.2017.

² Substituted by Notification No. SORI(S&GAD)1-81/2019 dated 02.01.2020

³ Substituted by Notification No. SORI(S&GAD)2-4/2001^(SE) dated 01.06.2018 and listed at Sr. No. 35 and subsequently re-numbered at Sr. No. 7-A vide Corrigendum dated. 6.8.2018.

⁴ Substituted vide Notification No. SORI(SGA&CD)2-4/2001(I-II) dated 21-11-2023

		ix) Electric Inspectorate Karachi Region-I x) Electric Inspectorate Karachi Region-II xi) Electric Inspectorate Hyderabad Region xii) Electric Inspectorate Mirpurkhas Region xiii) Electric Inspectorate Sukkur Region xiv) Electric Inspectorate Larkana Region.	Electricity Monitoring & Reconciliation Cell ix) Electric Inspector x) Electric Inspector xi) Electric Inspector xii) Electric Inspector xiii) Electric Inspector xiv) Electric Inspector].
8-A.	¹ [Environment, Climate Change & Coastal Dev. Deptt]:	(i) Sindh Environmental Protection Agency (ii) Sindh Coastal Dev. Authority	(i) Director General, Sindh Environmental Protection Agency; (ii) Director General, Sindh Coastal Dev. Authority.
9.	² [Excise, Taxation & Narcotics Control Department	i) Directorate General of Excise & Taxation ii) Directorate General of Narcotics Control	i) Director General, Excise & Taxation ii) Director General, Narcotics Control].
10.	Finance Department	(i) Local Funds and Audit (ii) ³ [Deleted] (iii) ⁴ [Deleted]	(i) Director Local Funds and Audit. (ii) ³ [Deleted] (iii) ⁴ [Deleted]
11.	Food Department	Directorate of Food	Director Food
12.	⁵ [Forest & Wildlife Department	(i) Riverine & Inland Forests Department, Sindh (ii) Mangroves & Rangelands Forest Department, Sindh (iii) Social Forestry Department, Sindh (iv) Wildlife Department, Sindh]	(i) Chief Conservator of Forests, Riverine & Inland forests Department, Sindh at Hyderabad. (ii) Chief Conservator of Forests, Mangroves & Rangelands Forest Department, Sindh at Karachi. (iii) Chief Conservator of Forests, Social forestry Department, Sindh at Hyderabad]. (iv) ⁶ [Chief Conservator Wildlife Sindh Wildlife Department]
13.	Governor's Secretariat including Military Secretary Wing	—	—
14.	⁷ [Deleted]		
15.	Home Department	(i) Police (ii) Civil Defence (iii) Prison	(i) Inspector General of Police (ii) Director of Civil Defence (iii) Inspector General of Prisons

¹ Substituted by Notification No. SORI(S&GAD)2-4/2013 (Env.) dated 12.08.2016.

² Substituted by Notification No. SORI(S&GAD)2-4/2013 (E&T/1-3) dated 05-05-2023

³ Deleted by Notification No. SORI(SGA&CD)1-120/2023 dated 31.10.2023

⁴ Deleted by Notification No. SORI(SGA&CD)2-4/2001(1-27) dated 15.01.2019

⁵ Substituted vide Notification No. SORI(S&GAD)2-4/2013^(Env.) dated 19.11.2018

⁶ substituted by Notification No. SORI(SGA&CD)2-4/2013(1-6/PF-II) dated 15.03.2023.

⁷ Deleted by Notification No. SORI(S&GAD)2-4/2016^(Eda.) dated 06.10.2016.

15-A	¹ [Human Rights Department]	i) Sindh Human Rights Commission; ii) Directorate of Human Rights; iii) Treaty Implementation Cell	i) Chairman Sindh Human Rights Commission; ii) Director, Human Rights; iii) Executive Coordinator]
15-B	² [Human Settlement, Spatial Dev. and Social Housing Department]	i) Sindh Katchi Abadis Authority ii) Directorate of Spatial Dev.	i) Director General, Sindh Katchi Abadis Authority ii) Director, Spatial Dev.]
16.	³ [Information Department]	Information Department	Director General public Relations].
17.	Information, Science & Technology Department	---	---
18.	Industries & Commerce Department	(i) ⁴ [Directorate of Industries & Commerce (ii) Printing & Stationary Department	(i) Director, Industries & Commerce] (ii) Controller, Printing and Stationary Department
18-A	⁵ [Inter Provincial Coordination Department]	----	----
18-B	⁶ [Investment Department]		
19.	Irrigation Department	--	--
20.	⁷ [Deleted]		
21.	⁸ [Labour and Human Resources Department]	(i) Director General Labour, Sindh. (ii) National Institute of Labour Administration & Training (NILAT). (iii) Sindh Labour Appellate Tribunal & Labour Courts. (iv) Sindh Minimum Wages Board. (v) Mines Labour Welfare Organization.	(i) Director General Labour, Sindh. (ii) Director General, National Institute of Labour, Administration & Training (NILAT) (iii) Chairman, Sindh Labour Appellate Tribunal (SLAT) & Presiding Officers of Labour Courts. (iv) Chairman, Sindh Minimum Wages Board. (v) Assistant Commissioner, Mines Labour, Welfare Organization].
22.	⁹ [Law , Parliamentary Affairs & Criminal Prosecution Department]	(i) Office of Advocate General Sindh (ii) Office of Solicitor (iii) Office of official Assignees (iv) Office of the Prosecutor General, Sindh Criminal Prosecution service	(i) Advocate General Sindh (ii) Solicitor (iii) Official Assignee (iv) Prosecutor General Sindh]

¹ substituted by Notification No. SORI(SGA&CD)2-22/2008 dated 06.07.2018.

² Inserted by Notification No. SORI(SGA&CD)2 -22/2008(1-31) dated 29.03.2019.

³substituted by Notification No. SORI(SGA&CD)1-81/2019 dated 02.01.2020.

⁴ Substituted by Notification No. SORI(SGA&CD)1-108/2020 dated 15.08.2023).

⁵ Inserted by Notification No. SORI(SGA&CD)2-4/2013(IPCD) dated 01.12.2016.

⁶ Inserted by Notification No. SORI(SGA&CD)2 -4/2001(1-27) dated 15.01.2019.

⁷ Deleted by Notification No. SORI(SGA&CD)2-22/2008(1-31) dated 29.03.2019.

⁸ Substituted by Notification No. SORI(S&GAD)2-4/2018⁽¹⁻³⁰⁾ dated 01.12.2021

⁹ Substituted by Notification No. SORI(SGA&CD)2-4/2001(CPS-1-77) dated 02.10.2018.

23.	¹ [Livestock & Fisheries Department]	i) Directorate General Livestock, Sindh; ii) Directorate General of Livestock Extension & Research, Sindh; iii) Directorate General of Poultry Production & Research Sindh; iv) Directorate General of Fisheries, Inland, Sindh; v) Directorate General of Fisheries, Marine, Sindh.	i) Director General Livestock, Sindh, Hyderabad. ii) Director General Livestock Extension & Research, Sindh. iii) Director General Poultry Production & Research, Sindh, Karachi. iv) Director General of Fisheries, Inland, Sindh. v) Director General of Fisheries, Marine, Sindh].
24.	² [Local Government, & Housing Town Planning Department]	(i) Sindh Civil Services and Local Government Academy Tandojam; (ii) Municipal Training and Research Institute (MTRI), Karachi; (iii) Housing Town Planning Department, Hyderabad; (iv) Directorate Monitoring and Evaluation, Local Government Department, Karachi; (v) Appellate Tribunal Local Councils, Sindh, Karachi. vi) ³ [Benazir Housing Cell (BHC)]	(i) Director General, Sindh Civil Services and Local Government Academy Tandojam; (ii) Director General, Municipal Training and Research Institute (MTRI), Karachi; (iii) Director Town Planning Department; (iv) Director Monitoring and Evaluation, Local Government Department; (v) Chairman, Appellate Tribunal Local Councils, Sindh, Karachi]. vi) Chairman, Benazir Housing Cell (BHC)]
25.	Mines & Mineral Development Department	(i) Inspectorate of Mines (ii) Mineral Development Department	(i) Chief Inspector of Mines (ii) Director of Mineral Development
26.	Minorities Affairs Department	Directorate of Minorities Affairs	Director of Minorities Affairs
27.	⁴ [Planning and Development Board Sindh, Planning and Development Department]	(i) Bureau of Statistics (ii) ⁵ [Deleted] (ii) ⁶ [Directorate of Urban, Regional Policy & Strategic Planning (iii) ⁷ [Directorate of Peoples Poverty Reduction	(i) Director General Bureau of Statistics ii) ² [Deleted] (ii) ³ [Director General, Regional Policy & Strategic Planning (iii) ⁴ [Director General, Directorate of Peoples Poverty Reduction
28.	Population Welfare Department	Directorate of Population Welfare	Director General Population Welfare

1 Substituted vide Notification No. SORI(SGA&CD)2-4/2001(1-75) dated 13.12.2022

2 substituted vide Notification No. SORI(S&GAD)2-13/2005 (P -I) dated 22.08.2017

3 Inserted by Notification No. SORI(S&GAD)2-4/2001 (SRB) dated 29.11.2017.

4 Substituted by Notification No. SORI(SGA&CD)2-4/2017(P&D/B) dated 08.11.2017.

5 Deleted by Notification No. S ORI(SGA&CD)2-4/2017(P&D/B) dated 20.04.2018.

6 Added by Notification No. SORI(SGA&CD)2-4/2017(P&D/B) dated 29.06.2021.

7 Added by Notification No. SORI(SGA&CD)2-4/2017(P&D/B) dated 30.11.2021.

29.	¹ [Primary Health (BHU, RHC and Vertical Programmes) Department]	--	--
29.A	² [Public Health Engineering & Rural Development Department]	i. Public Health Engineering Department, Hyderabad. ii. Public Health Engineering Department, Sukkur. iii. Rural Dev. Department.	i. Chief Engineer, Public Health Engineering Department, Hyderabad. ii. Chief Engineer, Public Health Engineering Department, Sukkur. iii. Director General Rural Development Hyderabad].
30.	³ [Rehabilitation Department]	Provincial Disaster Management Authority, Sindh	Director General, Provincial Disaster Management Authority, Sindh].
31.	⁴ [Secondary Health (Rest of Health)]	--	--
32.	⁵ [School Education and Literacy Department]	i. ⁹ [Directorates of Schools Education (Primary/Elementary), Secondary and Higher Secondary). ii. Directorate of Curriculum, Assessment and Research. iii. Provincial Institute of Teachers Education (PITE). iv. Directorate of Non Formal and Literacy. v. Curriculum Wing, School Education Department (Up to Matriculation). vi. Directorate of Planning, Dev. and Research for Schools. vii. Directorate of Inspection/Registration of private Institutions. viii. Directorate of Human Resource and Training. ix. Directorate of	i. Director Schools Education, (Primary)/Elementary Secondary and Higher Secondary). ii. Director, Directorate of Curriculum, Assessment and Research. iii. Director General, Provincial Institute of Teachers Education. iv. Director, Literacy and Non Formal Education. v. Chief Advisor, Curriculum Wing. vi. Director General, Planning, Dev. and Research for Schools. vii. Director General, Inspection/Registration of Private Institutions. viii. Director Human, Resource and Training. ix. Director General, Monitoring and Evaluation.

¹ Added / Substituted by Notification No.SORI(SGA&CD)2-4/2013 (Restructuring) dated 22.07.2013.

² Substituted by Notification No. SORI(S&GAD)2-4/2013^(SMD) dated 09.06.2017

³ Added by Notification No. SORI(S&GAD)2-4/2001^(Reh.) dated 15.10.2015

⁴ Added / Substituted by Notification No.SORI(SGA&CD)2-4/2013 (Restructuring) dated 22.07.2013

⁵ Substituted by Notification No.SORI(S&GAD)2-4/2016 (Education) dated the 6th October, 2016 and Notification No.SORI(S&GAD)2-4/2016 (Education/P-I) dated the 30th October, 2017.

		Monitoring and Evaluation. x. Sindh Education Foundation (SEF). xi. Reform Support Unit (RSU) xii. Sindh Text Book Board (SDTBB) xiii. Sindh Education Policy Commission for Schools. xiv. Public private partnership Node. xv. Complaint Resolution Cell, School Education Department. xvi. IT Data Centre, Karachi. xvii. Education Works for Schools. xviii. Construction of Schools through Consultants. xix. Sindh Teachers Education and Dev. Authority. xx. Accreditation Board/Service Delivery Commission.	x. Managing Director, Sindh Education Foundation. xi. Chief Program Manager, Reform Support Unit. xii. Chairman, Sindh Text Book Board. xiii. Director, Sindh Education Policy Commission for Schools. xiv. Senior Director, Public Private Partnership Node. xv. Provincial Coordinator, School Education Department. xvi. Head of IT, School Education Department. xvii. Chief Engineer, Education Works for Schools. xviii. Project Director/Director. xix. Executive Director. xx. Chairman].
33.	¹ [Services, General Administration & Coordination Department (i) Services, (ii) General Administration, (iii) Implementation & Coordination (iv) Training Management & Research Wing and v) Sindh Public Service Commission Wings]	(i) Enquires & Anti-Corruption Establishment (ii) ¹[Deleted] (iii) ²[Deleted] ¹ (iv) ³[Deleted] (v) Zulfiqar Abad Dev. Authority (vi) ⁴[Omitted]	(i) Chairman, Enquires & Anti-Corruption Establishment (ii) ¹[Deleted] (iii) ²[Deleted] (iv) ¹[Deleted] (v) Managing Director, Zulfiqar Abad Development Authority (vi) ²[Omitted]
33-A	⁵ [Social Protection Department]	-----	-----
34.	⁶ [Social Welfare Department]	Directorate of Social Welfare	Director General, Social Welfare]
35.	⁷ [Substituted and re-numbered as 7-A]		

¹ Substituted by Notification No. SORI(SGA&CD)7-27/2022 dated 16.03.2023.

² Deleted by Notification No. SORI(S&GAD)Misc-40/2001(P-I) dated 14.02.2014.

³ Deleted by Notification No. SORI(S&GAD)2-13/2005 dated 20.03.2018

⁴ Deleted / Omitted by Notification No. SORI(SGA&CD)1-84/2019 dated 13.07.2020

⁵ Added by Notification No. SORI(S&GAD)1-112/2022 dated 18.05.2022.

⁶ substituted by Notification No. SORI(SGA&CD)1-119/2023 (1-119) dated 19.10.2023.

⁷ Substituted and re-numbered by Notification No. SORI(S&GAD)2-4/2001^(SEI) dated 06.08.2018.

35-A	¹ [Deleted]		
36.	Sports & Youth Affairs Department	(i) Directorate of Sports (ii) Directorate of Youth Affairs	(i) Director of Sports (ii) Director of Youth Affairs
37.	Transport & Mass Transit Department	---	
37-A	² [Universities and Boards Department]	(i) ³ [Sindh Technical Education and Vocational Training Authority]. ii) ⁴ [Omitted] iii) ⁵ [Benazir Bhutto Shaheed Human Resources, Research and Dev. Board]	i) ⁸ [Managing Director, Sindh Technical Education and Vocational Training Authority] ii) ⁹ [Omitted] iii) ⁴ [Secretary, Benazir Bhutto Shaheed Human Resources, Research and Dev. Board].
38.	Women Development Department	Directorate of Women Development	Director Women Development
39.	Works & Services Department	(i) Highways (ii) Building Department (iii) Directorate of Monitoring (iv) Directorate of Design	(i) Chief Engineer, Highways (ii) Chief Engineer, Buildings (iii) Director General Monitoring (iv) Director General Design

¹ Deleted by Notification No.SORI(S&GAD)2-4/2013^(SID) dated 19.02.2018.

² Substituted by Notification No.SORI(SGA&CD)Misc-30/2010 dated 29-02-2016 and corrected by corrigendum No.SORI(SGA&CD)MISC-30/2010 dated 13.04.2016.

³ Inserted by Notification No. SORI(SGA&CD)2-4/2016 (Education) dated 20-10-2016

⁴ Omitted by Notification No. SORI(S&GAD)2-4/2001 ⁽¹⁻⁴⁰⁾ dated 22.02.2021.

⁵ Substituted by Notification No. SORI(SGA&CD)MISC-30/2010 dated 29-02-2016

SCHEDULE- II
(See rule 3 (ii))
Distribution of Business among Departments.

1 – AGRICULTURE, SUPPLY & PRICES DEPARTMENT

1. Agriculture Education and Research.
2. Matters relating to Agriculture University.
3. Control over the price and distribution of Sugarcane.
4. Collection and compilation of Agricultural Statistics.
5. Experimental and demonstrations farms
6. Improvement of agricultural methods.
7. Matters connected with Agricultural census
8. Procurement and distribution of improved varieties of Seed and fertilizer.
9. Protection against insects and pests and prevention of plant diseases including plant protection work.
10. Soil conservation in canal Irrigated Zones
11. Control on price and distribution of civil supplies.
12. All matters connected with Profiteering and Hoarding as provided in-
 - (a) The Sindh Registration of Godowns Act, 1995, and rules there under;
 - (b) The Sindh Essential Commodities Price Control and Prevention of Profiteering and Hoarding Act, 2005; and
 - (c) The Sindh Consumer Protection **Ordinance, 2007**".
13. Enforcement of Weights and Measures Standard under the Sindh Standard Weights & Measures Enforcement Act, 1975.
14. Services Matters except those entrusted to the Services, General Administration and Coordination Department.

2 - AUQAF, RELIGIOUS
ZAKAT AND USHR DEPARTMENT

1. Religious Affairs.
2. Hajj.
3. Auqaf.
4. Council of Islamic Ideology.
5. Coordination with Federal Government on all matters of Religious Affairs.
6. Exchange of visits of scholars of Islamic learning and education.
7. Islamic Studies and Research, including holding of Seminars, Conferences and Meetings on related Subjects.
8. Islamic Moral Standards.
9. Printing and Publication of the HOLY QURAN.
10. Training and education of Ulema and Khatibs.
11. Tabligh.
12. Nazim-e-Salat.
13. Zakat and allied matters.
14. Ushr and allied matters:
15. Services Matters except those entrusted to the Services, General Administration and Coordination Department.

3-- BOARD OF REVENUE

1. Acquisition of land or any interest in land or landed property by the foreigners.
2. Budget and Accounts.
3. Compulsory acquisition of land, Land Acquisition Act, and rules made there under.
4. Copying Department.
5. Court of Wards, Encumbered and attached Estates.
6. Colonization and disposal of State land.
7. Consolidation of Holdings.
8. Boundary disputes.
9. Demarcation and re-tangulation of land.
10. Debt Conciliation Boards.
11. Disposal of land surrendered under the Land Reforms Regulations.
12. Evacuee Property and Rehabilitation.
13. Famine Relief fund and relief for other natural calamities e.g. earthquakes, cyclones, floods and conflagrations.
14. Government Estates.
15. Land Laws
16. Land Utilization
17. Land Revenue Administration---
assessment and collection of land revenue, development cess and surcharges thereon, and collection of water rate;
alienation of revenue;
land surveys and record of rights, including restrictions over transfer of title;
Escheats.
Laws regarding land tenure, relations between land-lord and tenants special remission of land revenue and remission under sliding scale; and
Waqfs and religious endowment of land.
18. Marriage and Divorce, infants and minors adoption.
19. Matters connected with recruitment training, Pay, allowances, promotions, leave, postings and transfers of Revenue Field staff and District Establishment (Ministerial), except those entrusted to the Services, General Administration and Coordination Department or where Consultation with the Finance Department is necessary under the rules.
20. Preparation of Gazetteers.
21. Registration of deeds and documents, including registration fees.
22. Removal of encroachments from public property.
23. Stamps and Court Fees, Judicial and non-judicial.
24. Settlement and Re-assessment.
25. Taqavi Land Improvement and other agricultural loans.
26. Treasure trove.
27. Tenancy Laws.
28. Territorial adjustments and changes.
29. Water logging and salinity, other than schemes relating thereto.
30. Waste lands.
31. ¹[Matters relating to the Sindh Land Management & Dev. Company (SLMDC)]
32. Service matters except those entrusted to the SGA&CD.

¹ Inserted by Notification No.SORI(SGA&CD)2-4/2013(1-4) dated 14.02.2024.

4 - CHIEF MINISTER'S SECRETARIAT

1. Administrative, service and financial matters pertaining to Chief Minister's Secretariat and officers and Staff working therein, except those entrusted to the Services, General Administration and Coordination Department and the Finance Department.
2. Coordination in matters between the Federation and the Province and inter-Provincial relations, except in service matters.
3. Participation of the Public Representatives in law and order and development activities.
4. ¹[Deleted]
4. ²[Matters relating to Sindh Higher Education Commission shall be routed through the Chief Secretary to Chief Minister's Secretariat.
5. ³[Deleted]
6. ⁴[Educational Boards and Universities]
7. ⁵[Deleted]
8. ⁶[Deleted]
9. ⁷[Sindh Revenue Board]
10. ⁸[Deleted]

4-A. ⁹[CHIEF MINISTER'S INSPECTION, ENQUIRIES & IMPLEMENTATION TEAM, CMIE&IT DEPARTMENT]

¹ Deleted by Notification No.SORI(SGA&CD)1-84/2019 dated 28.02.2019.

² Added by Notification No.SORI(SGA&CD)2-4/2001(1-60) dated 22.02.2021.

³ Deleted by Notification No. SORI(SGA&CD)1-84/2019 dated 28.02.2019.

⁴ Substituted by Notification No.SORI(SGA&CD)2-4/2001(CM Sectt:) dated 07-01-2014.

⁵ Deleted by Notification No.SORI(SGA&CD)Misc-30/2010 dated 29.02.2016.

⁶ Deleted by Notification No.SORI(S&GAD)Misc-30/2010 dated 03.10.2017.

⁷ Substituted by Notification No. SORI(SGA&CD)2-1/2001(SRB) dated 08.03.2016

⁸ Deleted by Notification No.SORI (S&GAD)2-4/2016 (Education) dated 20.10.2016.

⁹ Inserted vide Notification No. SORI(SGA&CD)1-84/2019 dated 02.09.2020

5. ¹[COLLEGE EDUCATION DEPARTMENT]

1. Legislation, policy formulation and sectoral planning.
2. College Education including commerce education.
3. ²[Deleted]
4. Coordination of schemes for higher studies abroad.
5. Grant of scholarships.
6. Promotion of scientific research.
7. Production and distribution of education and scientific films.
8. Organization of all public libraries including municipal and other libraries and to keep liaison with universities, colleges and special libraries for improving the standard of research and scholarship and further development of library science.
9. Copyrights for colleges.
10. Public Private Partnership.
11. Improvement of scientific, technology and professional education.
12. Evaluation of the Performance of Institutions.
13. Development and Funding of higher education in public and private sector.
14. Regulation of higher education in public and private sector.
15. ²[Deleted]
16. Engineering Works pertaining to Higher Education relating to construction and maintenance of network of colleges, technical education, etc.
17. ²[Deleted]
18. Linkages between Institutions and Industry as well as National and International Organization.
19. Examination and assessment.
20. Equivalence and recognition of degrees, diplomas and certificates awarded by Institutions within the country and abroad.
21. Performance evaluation and guidelines as regards minimum criteria and qualifications for appointment, promotion, salary structure and other terms and conditions of service of faculty.
22. Endowment Fund for higher education.
23. Curriculum and syllabus.
24. Centers of excellence.
25. Service matters except those entrusted to services, General Administration and Coordination Department.
26. Data and archiving Center.
27. Regulating private colleges.
28. Construction of colleges through Consultants.

6 – ³[COOPERATIVE DEPARTMENT]

1. Registration and cancellation of Cooperative Societies.
2. Conduct Audit/Inspection of Cooperative Societies.
3. Resolution of the disputes between the members and management of Cooperative Societies.
4. Holding of election of management in Cooperative Societies.

¹ Inserted by Notification No. SORI(S&GAD)2-4/2016^(Edu.) dated 06.10.2016

² Deleted by Notification No. SORI(S&GAD)2-4/2016^(Education) dated 20.10.2016.

³ Inserted vide Notification No.SORI(S&GAD)2-4/2017 dated 02.10.2017.

5. Conduct inquiries into the constitution, working affairs and financial condition of the Cooperative Societies.
6. Supersession of management committee of Cooperative Society if failed to abide by their Act, rules and Bylaws.
7. Liquidation of dormant cooperative societies.
8. Regulation and monitoring of Cooperative Societies to ensure that the managements of cooperative societies run, control and manage the working and affairs of Cooperative Societies in accordance with registered Byelaws, Cooperative societies Act/Rules.
9. Taking appropriate measures to bring improvement in the Cooperative Societies.
10. Taking necessary arrangements for establishment of cooperative houses in major cities of Province of Sindh to encourage the socio-economic and recreational activities among the cooperative societies.
11. Initiate proposal of various development schemes in ADP to encourage and preserve Handicrafts, Multipurpose, Producer and Credit Cooperative Societies in Sindh.
12. Educate, encourage and impart training to the officers and officials of Cooperative Department and members of managing committees of scope of cooperative among the people to improve living standard and socio-economic development.
13. Taking effective measures for the removal of encroachment from the land of Cooperative Societies and to safeguard the rights of the members of the societies.
14. Service matters of all employees of Cooperative Department except those entrusted to the Services, General Administration & Coordination Department.

7 – ¹[CULTURE, TOURISM, ANTIQUITIES & ARCHIVES DEPARTMENT]

1. Promotion of Art and Literature.
2. Libraries.
3. Ancient manuscripts and historical records.
4. Historical and protected monuments maintained by or through the Provincial Government.
5. Museums
6. Heritage and archaeological sites in Sindh
7. Exploration and execution work in Sindh.
8. Films censors and related matters.
9. Tourism.
10. Identification, study and promotion of tangible heritage
11. Conservation, Preservation & Rehabilitation of built heritage, archeological remains, artifacts and historical areas.
12. Regulatory frame work and executions of related development schemes.
13. Service matters except those entrusted to SGA&CD

7-A ²[DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES]

1. Legislation and policy formulation for persons with disabilities.
2. Implementation of UN Convention on the rights of person with disabilities in Sindh.
3. Matters relating to rehabilitation, education and vocational training of

¹ Substituted by Notification No. SORI(SGA&CD)1-81/2019 dated 02-01-2020.

² Substituted vide Notification No. SORI(SGA&CD)2-4/2001(SE) dated 01/06/2018 & Corrigendum No. SORI(SGA&CD)2-4/2001(SE) dated 06.08.2018.

- children/persons with disabilities.
4. Training of Teachers' and rehabilitation professionals related to persons with disabilities.
5. Development of curriculum for special education and vocational training.
6. Printing of Braille books and cultural activities of children and persons with disabilities.
7. Sports, recreation, leisure and cultural activities of children and persons with disabilities.
8. Campaign for public awareness, social integration and friendly environment for children and persons with disabilities.
9. Welfare, social protection and economic rehabilitation of persons/children with disabilities.
10. Registration of children/persons with disabilities and maintaining of database of children/persons with disabilities.
11. Registration of Institutions providing care, rehabilitation, education to children/persons with disabilities and grants to such Institutions.
12. Research on the issues of children/persons with disabilities and establishment of centers of excellence.
13. Budget, accounts and audit matters and purchase of stores and capital goods for the department.
14. Service matters except those entrusted to Services, General Administration and Coordination Department.
15. Matters incidental and ancillary to the above subjects.

8 – ¹[ENERGY DEPARTMENT]

1. Administration of the Electricity Act, 1910 and other Acts on the subjects.
2. Assessment and collection of taxes on electricity under the Sindh Finance Act, 1964.
3. All relevant matters under laws relating to petroleum, power, energy and gas.
4. Development of Power Generation by exploiting oil, gas and hydel resources.
5. Development of power policy in consultation with other allied Departments.
6. Review and updating of regulatory framework to promote fast-track investment in energy projects.
7. Public Private Partnership for energy production, conservation, efficiency and audit.
8. Close coordination with Federal Government in respect of grant of licenses for oil and gas exploration and cooperation with such companies and organizations undertaking such ventures.
9. Grant of renovation of license of Electric Supply Companies and acquisition of electric undertakings.
10. Monitoring of electricity tariff.
11. Determination of rates of supply to consumers in bulk and/or otherwise prescribed tariffs except where entrusted to WAPDA.
12. Matters connected with Tube well electrification.
13. Matters related to the Sindh Coal Authority.
14. Matters related to the Thar Coal Energy Board.
15. Matters related to the Sindh Efficiency & Conservation Agency.
16. All matters pertaining and auxiliary to hydel power stations of WAPDA or any other public/private sector agency located.
17. Electrical accidents in connection with generating, transmission, distribution and use of electric energy.

¹ Substituted vide Notification No. SORI(SGA&CD)2-4/2001(1-11) dated: 21.11.2023.

18. Standardization of Specification in respect of electric appliances, machinery and installations.
19. Conservation of energy.
20. Development of Coal Resources.
21. Grant of Licenses, Permits, Leases for Coal Mining.
22. Inspection of Coal Mines.
23. Regulation & Monitoring of Coal Mining Operations, Coal Gasification, Coal Gas extraction, Coal Liquids & other auxiliary activities and collection of royalties thereof.
24. Negotiation of Agreements and consultations with the Federal Govt. if and when considered necessary.
25. Negotiations/Consultations with Private Investors.
26. Maintenance of up-to-date master Plans of Exploration Licenses, Permits and leases granted renewed assignment and surrenders including their Publication in the official Gazette.
27. Serves as Secretariat of Mineral Investment Facilitation Authority (MIFA) and Thar Coal Energy Board (TCEB).
28. Geological Surveys.
29. Notifying rules and regulations falling within its domain.
30. Import purchase, distribution and price fixation of coal & coke.
31. Coal Based Energy Development.
32. Coal Based Power Generation.
33. All matter relating to Alternate of Renewable Energy.
34. Research, Development and Training in Alternate Energy field.
35. Directorate of Alternate Energy-functional and administrative matters.
36. Implementation of Alternate Energy Policy framed by the Government of Pakistan
37. Promoting wind, solar, waste & other Renewable Energy Generation.
38. Technical assistance to private investors.
39. Dissemination of Alternate Energy Technologies.
40. To facilitate and enforce efficient use of energy and its conservation.
41. Inspection for ensuring compliance with Energy consumption standards.
42. Service matters, except those entrusted to the Services, General Administration & Coordination Department."

8-A – ¹[ENVIRONMENT, CLIMATE CHANGE AND COASTAL DEVELOPMENT DEPARTMENT]

- (i) ²[Matters relating to the Sindh Environmental Protection Agency;
- (ii) Matters relating to Coastal Development Authority]
- (iii) ³[Matters relating to Climate Change;
- (iv) Service matters, except those entrusted to the Services, General Administration & Coordination Department].

¹ Substituted by Notification No.SORI(S&GAD)2-4/2013^(Env.) dated 12.08.2016

² Inserted by Notification No. SORI(SGA&CD)2-4/2013^(Env.)dated 17th May, 2016

³ Inserted by Notification No.SORI(S&GAD)2-4/2013^(Env.) dated 12.08.2016

1. **Excise Wing :-**

- (a) To issue and regulate various licenses, permits or passes for the import, export, preparations, possessions and transportation of various Intoxicating Liquor, Liquor and excisable articles under Prohibition (Enforcement of Hadd) Order, 1979 and Sindh Abkari Act, 1878 and rules made there-under, and to collect applicable levies thereon.
- (b) Assessment and collection of taxes, duties, fee, cess on –
 - (i) profession, trade, calling and employment;
 - (ii) motor vehicles;
 - (iii) cinemas and other entertainments;
 - (iv) goods upon entering or before leaving the Province from or for outside the country through air or sea; and
 - (v) cotton ginning.

2. **Narcotics Wing:**

To control, detect and register cases of opium, hemp, illicit liquor and Narcotics of all kinds and classes under Control of Narcotics Substances Act, 1997, Article 3 and 4 of the Prohibition (Enforcement of Hadd) Order, 1979 and Sindh Abkari Act, 1878 and rules made there-under.

- 3. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

10 - FINANCE DEPARTMENT

- 1. Administration of public revenue, save as otherwise provided.
- 2. Assets and liabilities Committees.
- 3. Audit of receipt and expenditure.
- 4. Banking.
- 5. Communication of financial sanctions.
- 6. Creation of new posts and examination of schemes of new expenditure.
- 7. Examination of all proposals for the increase or reduction of taxes.
- 8. Examination and advice on matters affecting directly or in-directly the finances of the Provinces, including.
 - grants, contribution other allowances and honoraria, Contingences recoveries form and payment to Govt. departments and cases relating such as defaulters embezzlement and other cases.
 - Emoluments pensions and allowances; and
 - Loans and advances to Government servants.
- 9. Floatation and administration of Provincial Loans.
- 10. Framing of financial rules for guidance of Government Departments and supervision of maintenance of accounts.
- 11. Local Audit Department.

¹ Substituted by Notification No. SORI(S&GAD)2-4/2013(E&T) dated 05.05.2023.

12. Management of public funds, viz;
supervision and control of Provincial finances;
preparation of Provincial Budget;
Preparation of supplementary estimates and demands for excess grants.
Appropriations and re-appropriations; and
(c) Ways and Means.
13. Public accounts and public Accounts Committee.
14. Public Debt.
15. Report of Auditor General.
16. Treasuries and Sub-Treasuries.
17. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

11 - FOOD DEPARTMENT

1. Administration of the Tea (Control of Prices, Distribution and Movement) Ordinance 1960.
2. Food procurement, rationing and distribution.
3. Storage of food grains.
4. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

12 – ¹[FOREST & WILDLIFE DEPARTMENT]

FOREST DEPARTMENT

1. Development & Management of Riverine & Inland Forests in Sindh :-

- a) Afforestation/Re-Afforestation.
- b) Regeneration/Rehabilitation.
- c) Forest Settlement.
- d) Participatory Forest Management.
- e) Forest Utilization/Marketing.
- f) Botanical (Floral) Survey.
- g) Silvicultural Operations.
- h) Forest Inventory.
- i) Forest Management Planning (W.P).
- j) Climate Change and Carbon Sequestration.
- k) Promotion of Eco-Tourism.

2. Development & Management of Mangroves & Rangeland Forests in Sindh :-

- a) Development of new Mangroves and its Rehabilitation and Protection.
- b) Integrated Coastal Zone Management.
- c) Development and Management of Range Lands.
- d) Enforcement of Grazing Regulations through promotion of sustainable land management practices.
- e) Water Harvesting, Conservation and Management.
- f) Development and Management of Biodiversity Parks.

¹ Substituted by Notification No.SORI(S&GAD)2-4/2013^(Env.) dated 19.11.2018.

- g) Promotion of Eco-Tourism, and Non-Timber Forest Produce (NTFP) and its marketing.
- h) Forest Research, Education and Training.
- i) Promotion and Management of Apiaries/Sericulture practices.

3. Establishment & Management of Trees on Non Forest Lands in Sindh :-

- a) Promotion/Extension of Tree Raising.
- b) Awareness/Mass Education.
- c) Road Side Plantations.
- d) Canal Side Plantations.
- e) Urban Forestry.
- f) Farm Forestry.
- g) Amenity Planting.
- h) Community Planting.
- i) Establishment of Nurseries.

4. Service matters except those not entrusted to the Services, General Administration & Coordination Department].

1[WILDLIFE DEPARTMENT]

1. Protection, Preservation, Conservation and Management of terrestrial, aquatic and marine wildlife, ecosystems and biological diversity of Sindh in accordance with law and rules/policy.
2. Declaration, protection, preservation, conservation and management of protected areas and important habitats in consultation with the Board of Revenue, Sindh.
3. Habitat protection orders and to save wildlife species diversity of Sindh.
4. Wildlife surveys and updating of wildlife species diversity of Sindh.
5. Eradication and prevention of wildlife crimes that include illegal hunting and wildlife smuggling.
6. Regulating of hunting of game species on sustainable basis.
7. Protection, preservation, conservation and management of National Parks, Wildlife Sanctuaries, Marine Wildlife, Safari Parks, Biodiversity Parks, Nature Parks, Wildlife Reserves, Wildlife Habitats and Urban Wildlife, Wildlife Rehabilitation Centers.
8. Soil conservation, water for wildlife by rain water harvesting in arid regions.
9. To act as provincial focal point for MEAs and Conventions related to wildlife wherein Pakistan is signatory and to regulate international wildlife trade of captive bred species from within the Province and as required by Pakistan Trade Control Act of Wild Fauna and Flora Act, 2012 (Act No.XIV of 2012) and CITES.
10. Regulation of inter and intra provincial wildlife trade of captive bred species.
11. Conservation and management of wildlife by engaging communities.
12. To design, approve and execute eco-friendly improvised and non-improvised structure within habitats and protected areas.

¹ Substituted vide Notification No. SORI(S&GAD)2-4/2013^(1-6/PF-II) dated 15.03.2023.

13. Wildlife education, capacity building, training and research.
14. Heritage tree protection orders.
15. Wildlife extension and publicity.
16. Service matters except those not entrusted to the Services, General Administration and Coordination Department.”.

13 - GOVERNOR'S SECRETARIAT INCLUDING MILITARY SECRETARY WING.

14 – ¹[HIGHER, TECHNICAL EDUCATION & RESEARCH DEPARTMENT]

15 - HOME DEPARTMENT

1. All matters relating to eradication, prevention and control of Crime.
2. Administration of Justice, Constitution and Organization of Courts, except the High Courts, Civil Courts and Special Tribunals.
3. Arms, ammunition and military stores.
4. All matters connected with police establishment and administration including:-
Police rules;
Police works;
Grant of gallantry awards; and
Departmental examination of Police Officers of the Federal service.
- 4-A ²[Powers and functions as provided in the Police order 2002]
5. Border incidents, Including incidents where diplomatic action is required.
6. Criminal Law and Criminal Law Procedure excluding investigation and prosecution.
7. Criminal Tribes.
8. Criminal Lunatics.
9. Control of petroleum and explosives.
10. Crime reports.
11. Civil Defence and Air Raid Precaution.
12. Compensation for loss of property of life due to civil commotion or while on duty.
13. Clubs.
14. Collective fines.
15. Civil security schemes.
16. Civil Armed Forces. Including the Rangers.
17. Compilation of the statements showing protection of the interests of minorities communities for submission to the Federal Government.
18. Evidence and oaths.
19. Extraditing and deportation.
20. Enemy property and schedule of persons and firms specified as enemy.
21. Enforcement of provision of Provincial Motor Vehicles Ordinance, 1965, and the rules there-under relating to control of traffic and inspection and checking of Motor Vehicles for the purpose of traffic control.
22. Grant of stipends and agriculture land as reward for distinguished services in any field.

¹ Deleted by Notification No.SORI(S&GAD)2-4/2016(Edn.) dated 06.10.2016

² Deleted by Notification No. SORI(S&GAD)2-4/2001 dated 21.11.2014.

23. Hoarding and black marketing.
24. Home guard and territorial forces.
25. Liaison with Defence Authorities.
26. Matters connected with the Navy, the Army, the Air Force, the Pakistan Marine Service or any other armed forces:
 - a) Territorial Force Act and Auxiliary Force Act;
 - b) Recruitment work for the Defence Services, including admission of cadets to military institutions.
 - c) Appointment of Honorary recruiting officers;
 - d) Recommendation for the grant of temporary, honorary and permanent commission;
 - e) Naval and Military works;
 - f) Sailors, Soldiers and Airmen Boards;
 - g) Forfeiture and restoration of military pensions;
 - h) Verification of antecedents of persons employed in Defence Services;
 - i) Camping grounds; and
 - j) War injuries schemes.
27. Matters connected with-
the recruitment and terms and conditions of persons of the Police Department; and
Gazetted posts of Forensic Science Laboratory.
28. Public order and internal security.
29. Political intelligence and censorship.
30. Public amusement Control over places, performances and exhibitions.
31. Passports and permits.
32. Preventive detention and administration of press laws except regularity of publication of Newspapers, Periodicals and Magazines.
33. Prosecution in respect of newspapers and other publications.
34. Pilgrims and pilgrimages.
35. Political persons, mutiny allowances and jagirs.
36. Prohibited maps.
37. Questions of domicile and applications for Nationality Certificates.
38. Rent control and requisitioning of property.
39. Registration of foreigners.
40. Recovery of missing persons.
41. Smuggling.
42. The Sindh Essential Services (Maintenance) Act, 1958.
43. War Book.
44. Daily Situation Report on Crime, Political and General situation.
45. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

15 -A ¹[HUMAN RIGHTS DEPARTMENT

1. Dealing with complaints and allegations of human rights violation and collection of information and reports on such complaints from other Departments or agencies.
2. Referring and recommending investigation and inquiries in respect of any incident of violation of human rights.
3. Coordination of activities of Departments in respect of human rights.
4. Service matters, except those entrusted to the Services, General Administration and Coordination Department]

¹ Inserted by Notification No.SORI(S&GAD)2-22/2008^(A) dated 02.12.2016.

**15 -B¹ | HUMAN SETTLEMENT, SPATIAL DEV. & SOCIAL HOUSING,
DEPARTMENT**

1. Coordination in matters between the Federation and the Provinces involving policy decision with regard to human settlement, spatial development and social housing.
2. Overall control of Sindh Katchi Abadis Authority and Spatial Development Directorate and oversee their functions & their operation of funds (Development/Non-development received from Government).
3. Service matters except those entrusted to Services, General Administration & coordination Department]

16 –² | INFORMATION DEPARTMENT

1. Broad casting on Radio and Television.
2. Cinematography Act and Rules.
3. Public and projection of Government activities.
4. Public Relations and relations with the press.
5. Production of books, pamphlets, posters, etc.
6. Production, distribution and exhibition of documentaries.
7. Regularity of publication of newspapers, periodicals and magazines.
8. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

17 – INFORMATION, SCIENCE & TECHNOLOGY DEPARTMENT

1. Implementation of national IT Policy/ IT Action Plan.
2. Development of Business Process Re- engineering for the Government Departments.
3. Implementation of E-Governance, E-Commerce and E-Education.
4. Establish co-ordination with Public section departments and private section agencies in the field of information technology.
5. Certification Capability Maturity Model (CMM).
6. Quality Excellency Program.
7. Create awareness amongst citizens regarding use of electronic data.
8. Development of security policy and establish firewalls for management of electronic data.
9. Development of standards and monitoring the Government Websites.
10. Development of E-Procurement standers.
11. Research and Development in the field of Information Technology.
12. Development of human resource and its optional utilization in various fields of Information Technology.
13. Monitoring and evaluation of IT projects under implementation in the Province.
14. Control of and liaison with District IT Department.
15. Liaison and interaction with Information Technology and Telecom Division of the Ministry of Science and Technology.
16. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

¹ Inserted by Notification No.SORI(S&GAD)2-22/2008⁽¹⁻³¹⁾ dated 29.03.2019.

² Substituted by Notification No. SORI(S&GAD) 2-81/2019 dated 02.01.2020.

18- INDUSTRIES & COMMERCE DEPARTMENT

1. All cases relating to Boilers Act, Patent and Designs Act, Explosives Act, and Companies Act, 1913.
2. Allocation of stationery to Departments and disposal of Waste paper.
3. All matters relating to price stabilization Board and price and supply position of essential commodities.
4. Control on the supplies and distribution of iron and steel.
5. Clothing for uniforms – references regarding.
6. Chambers and Associations of Commerce and Industry.
7. Industrial research.
8. Industrial training including Traveling Demonstration Parties.
9. Industries control.
10. Industries exhibitions within the Province.
11. Invention, Designs, Trade Marks.
12. Planning and Development of Industries.
13. Printing and Stationery.
 - a) Government Book Depots – Supply of official publication of the Provincial Government and exchange of publication with Federal and other Provincial Government;
 - b) Purchase and servicing and condemnation of typewriters and duplicators;
 - c) Establishment and budget of Provincial Press and Stationery Offices;
 - d) Monthly income and expenditure statement of Government Presses;
 - e) Procurement of stationery (both indigenous and imported) and its supply to Departments
 - f) Printing and Stationery Manual.
14. Registration of Joint Stock Companies, Firms and Societies.
15. Survey of Industries.
16. Stores Purchase Department purchase, of stores and capital goods including stores for Government Presses and public Works Department.
17. Trade and commerce within the Province, including Government Commercial undertakings, Merchandise Marks Act, railway freight, import and export, trade control, capital issue Insurance Act, Registration of Accountants, Auditors Certificate Rules, Partnership Act, trade condition reports, trade enquiries and agreements.
18. The Provincial Advisory Panel for Industries.
19. Undesirable Companies Ordinance and matters relating thereto.

18-A ¹[INTER-PROVINCIAL COORDINATION DEPARTMENT]

1. Inter Departmental Coordination on matters pertaining to I.P.C.C meeting and decisions.
2. To foster better understanding between the Provinces at Governmental and gross root level.
3. To strive to build opportunities for economic, cultural and social cooperation with the other Provinces and the Federation of Pakistan.
4. To make effort for improved coordination at policy and operational level between amongst Provinces and the Federation.
5. To promote joint strategies with other provinces for marketing of Agriculture

¹ Inserted vide Notification No.SORI(SGA&CD)2-4/2013(IPCD) dated 01-12-2016.

- produce natural resource, establishment of industries on joint venture basis for economic growth.
- 6. To promote ways and means including arranging Inter-Provincial visits for developing skills and technology for Industrialization, Information Technology, Services, Agriculture and other fields.
- 7. To promote interaction between government bodies, ministries and business community at Inter-Provincial level through visits, exchange programs seminars, lectures, publication and media campaign.

18-B ¹INVESTMENT DEPARTMENT

1. Act as the focal department for all investment related activities in the Province.
2. Assist the Federal Board of Investment Pakistan in its endeavors and in seeking necessary support and assistance from the Provincial administration and to support Federal Board of investment of Pakistan in its efforts relating to investment protection.
3. Develop strategic framework for implementation of investment policy of the Federal Government in the Province.
4. Prepare and implement the plans for enhancing the global competitiveness of Province and its business, attracting new investments in the Province and strengthening the existing ones by promoting local investment opportunities, facilitating business and highlighting the distinct advantages of the Province as a business location.
5. Assist foreign companies intending to invest in the manufacturing and services sectors of the Province by providing information opportunities for investments, as well as facilitating companies looking for local joint venture partners.
6. Coordinate with the Federal Ministries and Provincial Government Departments and agencies in matters relating to investments and investment facilitation in the Province.
7. Liaising with investors to support them in protecting their legitimate business interests.
8. Coordinate with representative bodies of trade and industry on behalf of Government in relation to the investment in the Province.
9. Review and suggest revisions in procedural as well as regulatory framework relating to trade and industrial activities in the Province with a view to increase 'ease of doing business' and improving investor's confidence.
10. Alternate dispute resolution for cases of prosecution against members of trade and industry involved in the investment in the Province under various commercial, industrial labor and taxation laws for time being in force.
11. Provide platform for public-private interaction and promotion of public private partnerships in the Province.
12. Provide one-window operation at the Provincial level for facilitation of local and foreign investors seeking land allocations, approvals, concessions, facilities and to seek support from the Provincial departments and agencies.
13. Develop a 'marketing, image-building and public relations strategy' to generate interest in the potential and opportunities of the Province of Sindh market to attract investments and publicize its activities.

14. Organize investment promotion activities through publicity, image promotion of the Province, propagation of information regarding facilities, incentives and programs of the federal and Provincial Governments.
15. Arrange as well as participate in local and foreign seminars relating to trade fairs, exhibitions in coordination with Federal BOI of Pakistan, Provincial departments, trade bodies and stakeholders.
16. To identify, support, develop and regulate special economic zones and socio-economic zones in the Province.
17. Assist Government departments in preparing relevant information memorandum/promotion materials.
18. Develop and maintain databases of -
 - (i) investment projects involving local and foreign capital;
 - (ii) foreign and local investors in different sectors
19. Conduct research through expert bodies and consultants to study various aspects of attracting investment in all sectors and improving the investment climate, procedures and other related matters.
20. Publication of reports, guidelines, updates on the issues relating to various aspects of new investment opportunities, investment regulatory and business environment, efforts in improving ease of doing business etc.
21. Service matters except those entrusted to Services, General Administration & Coordination Department.

19 - IRRIGATION DEPARTMENT

1. Barrages, construction work and all matters connected therewith
2. Electricity--
3. Flood Control Scheme.
4. Irrigation--
 - a) Rivers and riverian surveys.
 - b) Construction and maintenance of canals.
 - c) Tube-wells and other water utilization Scheme.
 - d) Embankments;
 - e) Drainage;
 - f) Storage of water and construction of reservoirs; and
 - g) Matters pertaining to distribution of river supplies.
5. Kinjhar Lake.
6. Land Reclamation schemes and administration of the Soil Reclamation Act, 1952.
7. Water logging and salinity schemes.
8. Services matters, except those entrusted to the Services, General Admn. & Coord. Department.

20 – ¹[KATCHI ABADIES DEPARTMENT]
[Deleted]

21- ²[LABOUR & HUMAN RESOURCES DEPARTMENT]

- 1 To frame and implement Labour laws/policies/rules in order to protect labour rights & welfare of the workers.
- 2 To manage Labour courts and address all issues.
- 3 To maintain industrial peace and harmony.
- 4 To fix minimum wages of skilled, un-skilled workers & adult employed in the industrial and commercial establishments.
- 5 To redress the grievances of the workers and provide them relief & proper awareness about the labour laws/rules.
- 6 To ensure rights of workers as envisaged in various Labour Laws for decent work at work place.
- 7 To coordinate with all labour federations.
- 8 To register Home Based Workers.
- 9 To register Women Agricultural Workers and issuance of Benazir Card.
- 10 To register trade unions, determining collective bargaining agents and conciliation in industrial disputes.
- 11 To collect statistical data of labour force situation in Sindh as well as data of registered factories and shops and commercial establishments.
- 12 To train and advise employers, employees, trade unionists, in occupational and safety and health through occupational and safety health centres.
- 13 To provide social security coverage to the secured workers.
- 14 To register industries and commercial establishment as well as workers.
- 15 To collect social security contributions from employers.
- 16 To provide medical facilities to the secured workers and their departments.
- 17 To provide social protection to the retired workers in the form of old age pension, invalidity pension, survivors pension and old age grant.
- 18 To impart training at post graduate level in Labour Administration and Industrial Welfare, as well as short duration courses on diversified Labour Laws.
- 19 To create awareness and provide knowledge to the workers, trade unions and management representative on different issues at plant-level.
- 20 All Labour related cases, i.e. disputes between employers and employee, disputes between CBA, claim of pay, overtime, compensation, appointment letters, illegally termination from service etc.
- 21 To improve the conditions of the workers by providing various welfare i.e. health, education, housing facilities & financial assistances/grants.
- 22 To collect excise duty on specified minerals.
- 23 To provide welfare facilities to the mine workers and their families.
- 24

¹ Deleted vide Notification No. SORI(S&GAD)2-22/2008⁽¹⁻³¹⁾ dated 29.03.2019.

² Substituted vide Notification No. SORI(S&GAD)2-4/2018⁽¹⁻³⁰⁾ dated 01.12.2021

**22-¹[LAW, PARLIAMENTARY AFFAIRS & CRIMINAL PROSECUTION
DEPARTMENT]**

1. Advice to Departments on all legal matters, including interpretation of laws, rules and orders having the force of law.
2. Appointment of Administrator- General Official Trustee and the official Assignee.
3. Civil Law and Procedure.
4. Constitutional legislation.
5. Co-dification and consolidation of laws and printing of Acts, Rules and Orders.
6. Conduct of Government litigation, defending civil suits against Government and public servants, and filing civil suits on behalf of Government.
7. Free supply of Bills, Act, Ordinance to Government Departments Official Agencies, etc.
8. Government Law Officers; Advocate General, Criminal Prosecution Service, Government Pleaders, Special Counsels, their appointment transfer, leave, fees etc.
9. Law Colleges.
10. Matters relating to legal practitioners, including scale of fees.
11. Scrutiny and drafting of Bills, Ordinances, notifications, rules regulations statutory orders and bye-laws also pertains to that Department.
12. Scrutiny of non-official Bills.
13. High Courts.
14. Civil Courts.
15. Matters connected with recruitment terms and conditions and powers of Judicial officers, including District and Session Judges, Additional District and Session Judges Special Judges and civil Judges.
16. Appointment and terms and condition of Parliamentary Secretaries.
17. ²[Deleted]
18. ²[Deleted]
19. ²[Deleted]
20. Service matters, except those entrusted to the Services, General Administration and Coordination Department.
21. Conduct of Criminal cases including –
(a) representation in and prosecution of criminal cases; and
(b) criminal appeals, against acquittal or conviction and applications of enhancement of sentences and convictions.
22. Advice to Departments on issues relating to prosecution of criminal cases.
23. Filing and defending criminal cases involving Government.
24. All matters connected with Prosecution establishment, Prosecuting Officers and administration including the powers and functions relating to prosecution of criminal cases as provided in the Police Order, 2002 and Sindh Criminal Prosecution Service (Constitution, Functions and Powers) Ordinance, 2006.
25. Criminal law and Criminal Procedure relating to investigation and Prosecution.
26. Defence of pauper accused in Courts and fees to the pleaders for such defence.
27. ³[Service Tribunals]
- ⁴[28. a) Publication of Notifications of Ordinances and all subordinate/delegated legislation including rules, regulations, statutes, bye-laws, and statutory orders in the official gazette;

¹ Substituted by Notification No.SORI(SGA&CD)2-4/2001 (CPS/1-77) dated:02-10-2018.

² Entries at Sr. No. 17, 18 & 19 deleted by Notification No. SORI(S&GAD)2-22/2008 dated: 02.12.2016.

³ Inserted by Notification No.SORI(SGA&CD)Misc-40/2010^(P-9) dated 27.05.2014.

⁴ Inserted by Notification No.SORI(SGACD)1-5/2007 dated 29.01.2016

- b) codification of provincial laws (principal and subordinate) on the website and in hard form;
- c) translation, printing and publication of provincial laws; and
- d) Issuance of instructions for the purpose].

¹[29. The functions and issues concerning the Appellate Tribunal, Sindh Revenue Board]

23. ²[LIVESTOCK AND FISHERIES DEPARTMENT]

1. Collection and compilation of Livestock, Poultry and Fisheries statistics.
2. Improvement of the Livestock, Fisheries and Poultry breeds and introduction of new breeds.
3. Development and Conservation of indigenous breeds of Livestock, Poultry and Fisheries and their experimental farms, with emphasis on feed and fodder development and conservation.
4. Prevention and control of domesticated animal, poultry and fisheries from diseases.
5. Prevention of domesticated animals from cruelty and their welfare.
6. Veterinary and fisheries related services.
7. Laboratorial and field research and diagnosis in livestock and fisheries.
8. Vaccines and biological production.
9. Disease surveillance, emerging infectious diseases and veterinary public health.
10. Registration, licensing, issuance of permits and inspection of livestock, poultry and fish farms, slaughter houses, jetties, landing centers, navigational channels, processing plants, veterinary hospitals, veterinary laboratories, semen production units, breeding stocks, hatcheries, feed mills and related business.
11. Strengthening of aquaculture.
12. Extension services in livestock, poultry and fisheries sectors.
13. Research and development in livestock, poultry and fisheries sectors.
14. Seedling/replenishment of fish seed in public water bodies.
15. Conservations, surveillance and management of livestock, poultry and fisheries resources.
16. Registration and authorization of veterinary practitioners and veterinary stores.
17. Registration of fishing vessels.
18. Regulation of domesticated animal and fish breeding and health services.
19. Introduction and dissemination of new and appropriate technologies in the relevant sectors.
20. Provision of subsidies, matching grants, loans and insurances to livestock, poultry and fisheries farmers and entrepreneurs.
21. Arranging expos, exhibitions, road shows, seminars, workshops, conferences and participation in events, *mellas/urs*.
22. Establishment and management of fish harbours.
23. Vaccine and drug testing, quality assurance of products used for livestock, poultry and fisheries.
24. Animal, poultry, fish origin food and bi-products testing and Certification.
25. Capacity building, awareness and advisory services.
26. Matters relating to –
 - (i) Karachi Fisheries Harbour Authority;

¹ Inserted by Notification No. SORI(SGA&CD)2-4/2001(SRB) dated 08.03.2016.

² Substituted by Notification No. SORI(S&GAD)2-4/2001⁽¹⁻⁷⁵⁾ dated 13.12.2022

- (ii) Sindh Institute of Animal Health;
 - (iii) Sindh Livestock Breeding Services Authority]
27. Service matter, except those entrusted to the Services, General Administration and Coordination Department.

24 – ¹[LOCAL GOVERNMENT & HOUSING TOWN PLANNING DEPARTMENT]

1. Administration and fiscal support to the various tiers of Local Governments.
2. Human Resources Management for the offices of Local Council.
3. Secretariat of Local Government Commission.
4. Supervision and coordination of devolution and transition related matters.
5. Coordination, supervision and monitoring of Provincial, Foreign aided and mega projects of Local Government.
6. Supervision and coordination of the capacity building for Local Government elected representatives and officers/staff of Local Councils.
7. Rules, bye-laws and policies under the Sindh Local Government Act, 2013.
8. Liaison with Local Government Department and various tiers of Local Government.
9. Coordination in the matters related to audit and accounts of various tiers of Local Government.
10. Grant-in-aid of Local Government.
11. Judicial Powers for Local Councils .
12. Matters relating to-
 - a) defunct Local Councils;
 - b) writ petitions, civil suits related to Local Councils;
 - c) establishment and budget of Local Councils;
 - d) taxation under the Sindh Local Government Act, 2013.
13. Services of SCUG, Local Government and employees of the Local Councils.
14. Assistance to Federal Government for Census;
15. Coordination with Election Commission of Pakistan in matters relating to Local Government, National/Provincial Assemblies Elections.
16. Functions pertaining to Sindh Civil Services and Local Government Academy.
17. Matters relating to following Authorities being Administrative Department.
 - i. Karachi Development Authority;
 - ii. Malir Development Authority;
 - iii. Lyari Development Authority;
 - iv. Hyderabad Development Authority;
 - v. Sehwan Development Authority;
 - vi. Larkana Development Authority;
 - vii. Sindh Building Control Authority;
 - viii. Karachi Water and Sewerage Board;
 - ix. Election Authority, Sindh]
- 17-A ²[Matters relating to the Sindh Solid Waste Management Board]
- 17-B ³[Matters relating to the Benazir Housing Cell (BHC)]
- 17-C ¹[Assessment and collection of Urban Immovable Property Tax by the councils in accordance with Entry No. 1 of Part-II of Schedule-V of the Sindh Local

¹ Substituted vide Notification No. SORI(S&GAD)2-13/2005^(P-I) dated 22.08.2017.

² Inserted by Notification No. SORI(SGA&CD)2-13/2005(P-I) dated 27.09.2017

³ Inserted by Notification No. SORI(SGA&CD)2-4/2001^(SRB) dated 29.11.2017.

Government Act, 2013]

18. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

25 - MINES & MINERAL DEVELOPMENT DEPARTMENT

1. Development and Mineral Resources.
2. Grant of Licenses and leases.
3. Regulating and monitoring mining operations and activities in the mineral sector including collection of royalties thereof.
4. Negotiations of mineral agreements and consultation with the Federal Government if and when considered necessary by the Mineral Investment Facilitation Authority.
5. Mineral exploration or development of mineral resources.
6. Maintenance of up-to-date master plans of all exploration licenses and leases granted, renewed and assignments and surrenders of mineral titles, publication of such information in the Gazette.
7. Serve as secretariat of the Mineral Investment Facilitation Authority.
8. Mines and mineral--
Geological Surveys;
Mineral rules;
Import, purchase, distribution and prices fixation of Coal and Coke.
9. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

26 - MINORITIES AFFAIRS DEPARTMENT

1. Safeguarding the rights of Minorities.
2. Promotion of Welfare of Minorities.
3. Promotion of sense of belongingness in the Minorities.
4. Protection of Minorities against discrimination.
5. Coordination with Federal Government on all matters of Minority Affairs.
- ²[6. **Matters pertaining to Interfaith Harmony]**
7. Service matters except those entrusted to Services, General Administration and Coordination Department]

27 – ³[PLANNING AND DEVELOPMENT BOARD, SINDH PLANNING AND DEVELOPMENT DEPARTMENT]

1. Coordination of technical assistance from abroad.
2. Coordination of statistics in general, and all matters relating to Bureau of Statistics.
3. Coordination and training of officers in foreign countries.
4. Economic research and matters relating to Board of Economic Inquiry.
5. Evaluation of the progress of development schemes and writing their critical appraisal.
6. Foreign aid and Technical Assistance.
7. Initiation of measures for giving suitable publicity to the development Plan and educating the Public on the results achieved from time to time.
8. Maintaining liaison with the National Planning Agencies.
9. Planning including Policy and development.

¹ Inserted by Notification No. SORI(SGA&CD)1-114/2022 dated 21-07-2022

² Substituted by Notification No. SORI(SGA&CD)2-4/2001(M.A.)dated 25.11.2016

³ Substituted by Notification No. SORI(S&GAD)2-4/2017(P&DM) dated 08.11.2017

10. Processing of all development schemes, programs and proposals submitted by other Department and making recommendations to Government thereon.
11. ¹[Bureau of Statistics]
12. Research and Training Wing.
13. Assessment, Planning, coordination, promotion and development of science and technology with the following Methodology---
Formulation requirement of science and technology studies, terms of reference for selection of consulting firms and arranging technology studies on contract.
Dissemination of technology Information to public and private sector.
(c) Implementation of approved science and technology programs based on such studies in consultation with the relevant agency, i.e. Department of Education, Universities, Boards etc.
14. Contractual research (funding, contracting and monitoring) in the public and private sectors in all fields of science and technology to meet the assessed needs of industry and agriculture.
15. Setting up of institutions, laboratories or organization for research and development.
16. Promotion of applied research and utilization of research results in the scientific and technological fields carried out at home or abroad.
17. Guidance to the research institutions in the Field of scientific and technological research.
18. Development of human resources and its optimal utilization in science and technology.
19. Monitoring and evaluation work done by the Provincial research and development (R&D) Institutes through system of peer review and performance audit.
20. Recognition of research achievement through prizes and award based on system of peer review in the following areas-
21. Establishment of scientific and industrial research Advisory council at Provincial level.
22. Liaison and interaction with the Ministry of Science and technology and Research and Development.
23. Implementation of programs under national technology policy as applicable to Sindh."
24. Sindh Land Bank.
- ²[25. Adopt modern techniques and tools of planning and development to meet increasing development challenges confronted to the Province amidst persistent catastrophes (floods, devastating rainfall, drought etc.) and bring the Province of Sindh to the trajectory of sustain economic growth and prosperity.
26. Serve as an engine of growth for robust economic development in different sectors of the economy.
27. Service matters, except those entrusted to the Services, General Administration and Coordination Department]
- ³[28. To provide technical support with regard to province wide urban, regional planning and development within a short, medium and long terms framework by means of preparation of policies, parts and studies]
- ⁴[29. Conceptualization, Implementation and evaluation of programs/projects related to poverty reduction/alleviation]

¹ Sr. No. 11 replaced by "Bureau of statistics by Notification No. SORI(S&GAD)2-4/2017(P&D/B) dated 08.11.2017.

² Entry at serial No.25 Substituted as Sr.No.25, 26, & 27 by Notification No. SORI(S&GAD)2-4/2017(P&D/B) dated 08.11.2017

³ Added by Notification No. SORI(S&GAD)2-4/2017(P&D/B) dated 29.06.2021.

⁴ Added by Notification No. SORI(S&GAD)2-4/2017(P&D/B) dated 30.11.2021.

28 - POPULATION WELFARE DEPARTMENT

1. Any activity of the Population Welfare Programme that the Provincial or Federal Government may specify.
2. Coordination of Population Welfare Programme with other Nation building departments at district and local levels.
3. Family Welfare Service, clinical and non-clinical contraception through Family Welfare Centers and the Reproductive Health Services Establishments particularly for rural areas.
4. Implementation of publicity and communication strategy.
5. Population Welfare motivational services and establishment of contact with the clients at all levels.
6. Promotion of community involvement and active participation in Population Welfare Programme.
7. Supply of contraceptive and medicines to the clients through the network of community distribution points, and other agencies involved in the program.
8. Setting up Advisory Management Committees at Family Welfare Centre level and population Welfare Councils at District and Provincial levels.
9. Policy, formulations planning and mainstreaming of population factors in development process.
10. Forecasting, acquiring and storing contraceptives dispatching supplies of contraceptives to stakeholders.
11. Training in the field of population in Pakistan and abroad.
12. Technical coordination and the formulation of policy governing the manufacture, use and quality control of contraceptive material in Pakistan under the Program.
13. Research in different aspects of the program such as clinical social, communicational and demography.
14. Establishment of public and private sector partnership in the field of family planning and reproductive health.
15. Establishment of social marketing of contraceptives and infrastructure intuitions including coordination with Non-Government Organizations (NGOs), Resident Medical Practitioners (RMPs), Hakim and Homeopathic.
16. Service matters except those entrusted to the Services, General Administration and Coordination Department.

29 – ¹[PRIMARY HEALTH (BHU, RHC AND VERTICAL PROGRAMMES) DEPARTMENT]

¹ Added by Notification No.SORI(SGA&CD)2-4/2013 (Restructuring) dated 22.07.2013.

Public Health Engineering Wing

1. Execution of urban & rural water supply and drainage schemes except KW&SB areas and Hyderabad WASA areas and on completion handing over to respective local council(s) for operation & maintenance.
2. District ADP community development schemes etc. relevant to PHED mandate.
3. Operation & maintenance of water supply and drainage schemes especially assigned to PHED.
4. Service matter of officers/officials in Public health Engineering Department except those assigned to SGA&CD.

Rural Development Wing

1. Execution of approach roads to connect farm to market roads covering villages having population of up-to 1000 schemes.
2. Installation of solar lights in Sindh, except those assigned to other departments.
3. Other development schemes as assigned through Chief Minister's directives district ADP schemes/community development program etc. relevant to RDD mandate.
4. Service matters of officers/officials in Rural Development Department except those assigned to SGA&CD].

30 - REHABILITATION DEPARTMENT

1. Up-lift of calamity hit areas.
2. provide support in preparation of the projects for calamity hit areas.
3. monitoring of projects for calamity hit areas.
4. coordination of rehabilitation activities under taken by various Department.
5. Matters of Provincial Disaster Management Authority.
- ²[6. Matters related to the Sindh Emergency Rescue Service (Rescue 1122)]

31 – ³[SECONDARY HEALTH (REST OF HEALTH)

32 – ⁴[SCHOOL EDUCATION AND LITERACY DEPARTMENT]

1. ²[General Education.
 - a) Early Child Hood Education (ECD)
 - b) Primary Education
 - c) Secondary Education
 - d) Higher Secondary Education
2. Legislation, policy formulation and sectoral planning.
3. Grant of Scholarships.
4. Copy rights (specific to schools).
5. Coordination of Schemes for Higher Studies abroad.
6. Reform and Support for School Education.

¹ Inserted vide Notification No. SORI(S&GAD)2-4/2013^(SID) dated 09.06.2017.

² Added by Notification No. SORI(SGA&CD)2-4/2001^(1-S2) dated 12.01.2024.

³ Added by Notification No.SORI(SGA&CD)2-4/2013 (Restructuring) dated 22.07.2013.

⁴ Inserted vide Notification bearing NO.SORI(SGA&CD) 2-4/2016^(Eda) dated 6TH October, 2016 and subsequently amended by Notification No. SORI(S&GAD)2-4/2016^(EdaP-1) dated 30.06.2017

7. Monitoring and Evaluation of Teachers and Schools.
8. Human Resource Management and Development.
9. Review and Preparation of Curriculum.
10. Production and Distribution of Scientific material.
11. Service matters related to Schools including Transfer and Posting.
12. Text Book Dev. and Distribution.
13. Literacy and Non Formal Education.
14. Teachers Education and Development.
15. Engineering works pertaining to construction and maintenance of Schools, miscellaneous education.
16. Regulating Private Schools.
17. Data and Archiving Center.
18. Legislation, Policy and Planning.
19. Public Private Partnership for Schools management.
20. Complaint Resolution.
21. Technological Innovation.
22. Education in emergencies including Education and Information and Communication Technology.
23. Gender Equity.
24. Examination and Assessment.
25. Construction of Schools under donor programs.
26. Accreditation of educational institutions.
27. Construction of Schools under supervision of consultants.
28. Printing and publication of books through private publishers.
29. Endowment Fund for School education.
30. Centers of excellence.
31. Organizing Libraries in Schools.
32. Sports Facilities in Schools]

**33 – I[SERVICES, GENERAL ADMINISTRATION & COORDINATION
DEPTT: (Services, GA, I&C & TM&R & Sindh Public Service Commission
Wings]**

1. Anti-Corruption measures and Anti-Corruption Establishment.
2. Appointment of Commissions of inquiry or panel of officers in cases of misconduct of government servants.
3. Allocation of business among Ministers.
4. Benevolent Fund and group insurance.
5. Cabinet—
Appointments, salaries and privileges of the Ministers.
All Secretariat work of the Cabinet, including convening of the meetings of the Cabinet.
6. Ceremonial—
(a) Warrant of precedence and Table of precedence;
(b) Pakistan Flag Rules;
(c) Civil uniforms;
(d) Court mourning; and
(e) Liveries and clothing rules.
7. Civil List and Official Gazette.
8. Special Tribunals.
9. Compilation of the list of persons debarred from future employment under the

¹ Substituted by Notification No. SORI(S&GAD)7-27/2022 dated 16.03.2023.

- Provincial Government for submission to the Federal Government.
10. Estate Office.
11. Framing and alteration of Rules of Business.
12. General Coordination.
13. Government Archives.
14. Government Hospitality and Protocol arrangements.
15. Honor, awards and sanads for public services.
16. Holidays.
17. High Officers reservations.
18. Identity Cards for Civil Officers / Officials.
19. Language Examination.
20. Matters relating to Council of Common Interest.
21. Office management:-
Civil Secretariat and Government office generally;
Secretariat standing orders
Memorials and petitions; and
(d) Standing orders.
22. Organization and Methods.
Periodic review of the organization, staff, functions and procedure of the Departments, Attached Departments and Sub-ordinate offices and suggestions for improvement thereof;
Improvement of general efficiency and economic execution of Government business;
Advice regarding proper utilization of stationery and printing resources of the government; and
(d) Training in Organizations and Methods.
23. Personal rights privileges and dignities of ex-Rules of former States.
- 23-A. ¹[Deleted]
24. Report on the observance and implementation of the Principles of Policy under Article 29 (3) of the Constitution.
25. Rights and interest of members of Services.
26. Services Rules relating to various services and posts and interpretation thereof.
27. Matters connected with members of all Pakistan unified grade or the Federal unified grades and posts normally held by them.
Matters concerned with appointments, training pay, allowances, promotion, leave, transfer, posting and powers of –
 - (i) Heads of Attached Department, except those which may by notification be assigned to other Department;
 - (ii) Regional Heads of Departments of B-20 or above;
 - (iii) Secretariat Officer of all B.P.S and Ministerial Establishment of the Secretariat Departments, including Governor's Secretariat other than the personal staff of the Chief Minister or the Governor;
 - (iv) Officers of B-18 and above in Police and Revenue Departments;
 - (v) Assistant Commissioners;
 - (vi) Municipal Commissioner, Secretary, Karachi Water and Sewerage Board, Directors Octroi, Director/ Administration Directors lands, Financial Advisors Karachi Metropolitan Corporation;
 - (vii) Executive Heads, including Chairman, Director Generals, Managing Directors etc. of Statutory Corporations, Autonomous and Semi-Autonomous Bodies working under Government;

¹ Deleted by Notification No. SORI(S&GAD)2-4/2001(Police order) dated 21.11.2014.

- (viii) Director, Excise & Director Taxation, Karachi.
28. Maintenance of the Register of Memorials addressed to the President, withheld by the Provincial Government.
 29. Martial Law.
 30. Public Service Commission.
 31. Policy regarding re-employment and re-employment of retired Officers.
 32. Service Associations.
 33. ¹[Deleted] (Service Tribunal)
 34. Cypher and other codes.
 35. Sindh Public Procurement Regulatory Authority
 36. Matters relating to Zulfikarabad Development Authority.
 37. ²[Sr. No. 37 to 44 shifted to IPC Department]
 - ³[45] Matters relating to the Training Management & Research Wing
 - i. Matters related to trainings conducted through Academies/Institutions of selected Administrative Departments in Sindh, including their curriculum development monitoring and quality assurance except Administration and Finance.
 - ii. ⁴[Manage and conduct initial trainings of BPS-17 officers (Probationers) and mandatory training of all civil servants]
 - iii. Matters related to conduct of Research and Development.
 - iv. Services and Financial matters related to Training Management and Research Wing.
 - ⁵[46] [Omitted]
 - ⁶[47. Matters relating to Aircrafts and Helicopters owned by the Government of Sindh]

⁷[***** (Proviso deleted)]
 - ⁸[47-A] Matters relating to lay down method of appointment, qualifications and other terms & conditions, applicable to a post of civil servant in BPS-11 & above and BPS-10 & below through Recruitment Rules Committees-I and II respectively as constituted within the ambit of Rule 3(2) of Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974]
 - ⁹[48. Matters relating to Sindh Peoples Housing for Flood Affectees (SPHF) Company established and incorporated in I&C Wing]

¹ Deleted by Notification No. SORI(SGA&CD)Misc-40/2010^(P-1) dated 27.05.2014.

² Functions at Sr.No. 37 to 44 shifted to IPC Department created vide Notification NO.SORI(SGA&CD)2-4/2013(IPCD) dated 01-12-2016.

³ Substituted vide Notification No. SORI(SGA&CD)2-13/2005 dated 20.03.2018

⁴ Substituted vide Notification No. SORI(SGA&CD)2-13/2005⁽¹⁻⁵⁰⁾ dated 06.12.2021

⁵ Omitted vide Notification No. SORI(SGA&CD)1-84/2019 dated 02.09.2020.

⁶ Added vide Notification No. SORI(SGA&CD)1-84/2019 dated 28.02.2019

⁷ Proviso under Sr. No. 47 omitted vide Notification dated 28.02.2019

⁸ Added by Notification No. SORI(SGA&CD)5-97/2021 dated 20.10.2021

⁹ Added vide Notification No. SORI(SGA&CD)1-118/2023 dated 22.08.2023.

¹[33 – A |SOCIAL PROTECTION DEPARTMENT

1. Facilitation and subject to the Sindh Protection Authority in coordination and maintain liaison with Federal Government, Provincial Government's line Departments, Divisional and District Administration in the Province and Donor Agencies with regard to social protection initiatives.
2. Administrative integration of the Sindh Social Protection Authority into the broader government system.
3. Support and facilitate the functions of the Sindh Social Protection Authority for achieving the Social Protection goals of the Government.
4. Matters related to the Social Protection Authority.
5. Service matters, except those entrusted to the Services, General Administration and Coordination Department]

²[34 – |SOCIAL WELFARE DEPARTMENT

1. Working for welfare of marginalized segments of the society i.e. children, senior citizens, drug addicts and transgenders.
2. Administration of the following laws and the rules framed there-under:-
 - (a) The Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961;
 - (b) The Sindh Darul Atfal (Supervision and Control) Act, 1976 (amended from time to time);
 - (c) The Sindh Senior Citizens Welfare Act, 2014;
 - (d) The Sindh Street Children Shelter Home Act, 2018; and
 - (e) The Sindh Charities Registration and Regulation Act, 2019.
3. The registration, cancellation, restoration, monitoring and supervision of Non-Governmental Organizations (NGOs) under the Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.
4. Matters related to the Sindh Charities Registration and Regulation Act, 2019.
5. Preparation and implementation of grant-in-aid policy to Government entities and NGOs engaged in various social services / fields etc.
6. Coordination of social welfare programs with other National Building Ministries, Departments, donor agencies and Non-profit organizations at provincial, district and local levels.
7. Matters related to Sindh Social Welfare Council.
8. Preparation and execution of development schemes of Social Welfare Department through Annual Development Program (ADP), Public Private Partnership (PPP) mode or international financing.
9. Capacity building of employees of Social Welfare Department and various Social Welfare Organizations i.e. NGOs and CBOs.
10. Matters related to Medical Social Services at tertiary care hospitals.
11. Monitoring and supervision of services provided to children, drug addicts, senior citizens and transgenders.
12. Matters related to the Child Protection Authority to the extent of following laws :-

¹ Inserted by Notification No. SORI(SGA&CD)1-112/2022 dated 27.07.2023.

² Substituted by Notification No. SORI(SGA&CD)1-119/2023 dated 19.10.2023.

- (a) The Sindh Child Protection Authority Act, 2011 (amended from time to time); and
- (b) The Sindh Child Marriage Restraint Act, 2013.

13. Service matters except those entrusted to the Services, General Administration and Coordination Department.

35 – ¹[Department of empowerment of Persons with Disabilities]

35 –A ²[SPECIAL INITIATIVE DEPARTMENT]
(Deleted)

36 - SPORTS AND YOUTH AFFAIRS DEPARTMENT

1. Sports and Physical Culture.
2. Youth Affairs including Scouts.
3. Service matter, except those entrusted to the Services, General Administration and Coordination Department.

³[37 – TRANSPORT & MASS TRANSIT DEPARTMENT]

1. Administration of Motor Vehicle Ordinance excepting encroachment of the provisions of the Ordinance relating to control of traffic and inspection and checking of Motor Vehicles for the purpose of traffic control.
2. Road Transport Corporation and Provincial Transport Authority.
3. Planning, development, execution of mass transit programs and projects including rail and road based services for the city commuters ensuring safe, comfortable, efficient public transport facilities at affordable fare structure on sustainable basis.
4. Advice and assist the Federal Government, Provincial Government and Local Government on matters relating to transport policies, transit schemes and transit ways.
5. Perform any other function, supplemental, incidental or consequential concerning the Department's activities or programs.
6. Services matters, except those entrusted to the Services, General Administration and Coordination Department.

¹ Substituted and re-numbered at Sr. No.7-A vide Corrigendum No. SORI (SGA&CD) 2-4/2001 ^(SI) dated. 6.8.2018

² Deleted vide Notification No. SORI(S&GAD)2-4/2013^(SI17) dated 19.02.2018

³ Substituted by Notification No. SORI(SGA&CD)2-4/2013(Res/P-I) dated 11.02.2015

37 - A ¹[UNIVERSITIES AND BOARDS DEPARTMENT]

- a) ²[Matters relating to Sindh Technical Education and Vocational Training (STEVTa)]
- b) ³[Matters relating to Benazir Bhutto Shaheed Human Resources, Research and Development Board]
- c) ⁴[Omitted]
- d) ⁵[Matters related to the Universities and Boards]
- e) ⁶[Matters relating to Employment Exchange (Provincial Liabilities) to be regulated through the Sindh Technical Education and Vocational Training Authority (STEVTa)]

38 - WOMEN DEVELOPMENT DEPARTMENT

1. Formation of public policies and laws to meet special needs of women.
2. Protection and promotion of women's rights, gender equity and equality in public sector or in particular and society in general.
3. Discharge of responsibilities with regard to status of women and girls.
4. Development projects for providing special facilities for women such as strategic initiative, innovations and special equalizing projects.
5. Coordination of women's welfare programs with other concerned departments and agencies at District and local level for making conducive and safe work environment for working women and conducting research/surveys in the regard.
6. Improvement of working conditions of female labour both in urban and rural areas.
7. Promotion of cottage industry with special preference to participation of women in such industry.
8. Maintenance of a database of all women parliamentarians, councilors and members of civil society organizations working on gender issues.
9. Setting up of community/mohallah Schools and training centers for women on the basis of self help community development.
10. Setting up of advisory legal centers to provide legal aid to women and to review laws considered to be discriminatory against women and formulate recommendations in respect thereof.
11. Implementation of National Women's Welfare Policy as applicable to the Province of Sindh.
12. Registration of and assistance to women organizations.
13. Promotion and undertaking of training and research on the conditions and problems of women.

¹ Inserted by Notification No. SORI(SGA&CD)2-4/2013^(RestraP-1) dated 08.01.2016

² Inserted by Notification No. SORI(SGA&CD)2-4/2-016^(Ida.) dated 20.10.2016

³ Inserted by Notification NO.SORI(SGA&CD)MISC-30/2010 dated 29.02.2016

⁴ Omitted by Notification NO.SORI(SGA&CD)2-4/2001⁽¹⁻⁶⁰⁾ dated 22.02.2021

⁵ Inserted vide Notification No. SORI(SGA&CD)2-4/2-016^(Ida.) dated 20.10.2016

⁶ Inserted vide Notification No. SORI(SGA&CD)Misc-30/2010 dated 03.10.2017

¹[13-A [Dar-ul-Aman and Safe Houses]

14. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

39 - WORKS AND SERVICES DEPARTMENT

1. Construction, maintenance and repairs of Road bridges, ferries, Tunnels, ropeways, Causeways and tramways lines.
2. Engineering training other than-
 - (i) Engineering Colleges; and
 - (ii) Engineering Schools.
3. Inland waterways and inland navigation.
4. Lease of Ferries and Bridges.
5. Road Fund.
6. Tools(including those levied by Local Bodies and Local Council).
- 6-A. ²[Deleted]
7. Accommodation for Federal and Provincial Government servants in the Province, except that entrusted to the Services General Administration & Coordination Department.
8. Building-

Construction, equipment, maintenance, repairs and fixation of rent of all Government buildings residential and non-residential, including tents, dak bungalows and circuit houses. Except those entrusted to the Education Department.

Public Health works pertaining to Government buildings and Government residential estates.
9. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

¹ Inserted by Notification No.SORI(SGA&CD)2-4/2001⁽¹⁻⁴⁰⁾ dated 12.03.2021.

² Deleted vide Notification No. SORI(SGA&CD)3-2/2002^(P-II) dated 30.03.2015

SCHEDULE - III
Rule 5 (ii)
LIST OF CASES TO BE SUBMITTED TO THE GOVERNOR
FOR ORDERS IN HIS DISCRETION

S.No	Cases	Article of the Constitution
1.	2.	3.
1.	Appointment of the Chief Minister.	130
2.	Appointment of Household staff at the Governor's House.	--
3.	¹ [Omitted]	--
4.	Dissolution of the Provincial Assembly as Provided under the Constitution.	112 (2)
5.	Appointment of care-Taker Cabinet with the Previous approval of the President.	105(3)
6.	Appointment of Chief Administrator Zakat.	--
7.	Appointment of Chairman and Members, Zakat Council.	--

¹ Omitted vide Notification No. SORJ(S&GAD)7-27/2022 dated 13.07.2022.

SCHEDULE - IV

See rule 5 (iii)

LIST OF CASES REQUIRING ORDER OF THE GOVERNOR ON THE ADVICE OF THE CHIEF MINISTER.

S.No	Cases	Article of the Constitution
1.	2.	3.
1.	Advocate-General, Appointment, resignation, removal, duties and terms and conditions of service.	140
1-A.	¹ [Appointment of Chairperson of Sindh Public Service Commission under Article 242 (1B) of the Constitution]	242 (1B)
2.	Adoption of existing laws.	268(4)
3.	Appointment of Officers and staff in the Secretariat of the Governor.	--
4.	All cases relating to personal rights, Privileges and dignities of ex-Rulers of former States.	--
5.	All proposals in respect of framing, amending or relaxing statutory rules.	--
6.	Cases in which Federal Government has issued direction.	--
7.	Dissolution of the Assembly.	112(1)
8.	Framing of rules for the custody of, and transactions relating to, the Provincial Consolidated Funds.	119
9.	Giving of assent to Bill passed by the Assembly.	116
10.	Making of rules of procedure of the Assembly rules of procedure are made by the Assembly.	67 read with 127
11.	Mercy petitions against sentences of death passed in criminal cases in accordance with rules to be made by the Government.	--
12.	(a) Ministers (i) their appointment, (ii) removal and (iii) resignation. (b) Advisors (i) their appointment, (ii) removal and (iii) resignation	132
13.	Promulgation of Ordinances.	128
14.	Resignation of Speaker of the Provincial Assembly.	53 (5) read with 127
15.	Regulating the attendance before a Committee of the Provincial Legislature of persons who are or have been in the Service of Pakistan and safeguarding confidential matter from disclosure.	66 (3) read with 127
16.	Reports of the Auditor-General of Pakistan or the Accountant General of the Province, relating to the Accounts of the Province, or of any other authority appointed to scrutinize the accounts of the Province	171

¹ Inserted vide Notification No. SORI(S&GAD)7-27/2022 dated 13.07.2022

	and reports of the Public Accounts Committee.	
17.	Rules for the appointment of Officers and servants of the High Court and terms and conditions of their Employment	208
18.	Summoning and prorogation of the Assembly.	109
19.	¹ [Deleted]	
20.	Recommendations for the appointment of High Court Judges.	193
21.	Reference to Council of Islamic Ideology whether a proposal Law is or is not repugnant to the Injunctions of Islam.	--
22.	² [Powers as provided under the Sindh Universities Laws (Amendment) Act, 2013 (Sindh Act No. XLIII) of 2013]	105

¹ Deleted vide Notification bearing No.SORI(SGA&CD)1-105/2019 dated 11-11-2019

² Added vide Notification bearing No.SORI(SGA&CD)2-4/2013 (CM SECTT) dated 13-08-2014

SCHEDULE - V

See rule 5 (iv)

CASES AND PAPERS TO BE SUBMITTED TO GOVERNOR FOR INFORMATION

S.No	Cases
1.	2.
1.	Intelligence Reports (daily, weekly and special reports) of Special Branch.
2.	Cases of appointments of Provincial Secretaries and to Posts in B-20 and above as well as appointments of Heads of autonomous bodies under the control of the Provincial Government (including Statutory Corporations and Authorities) in equivalent Basic Pay Scales.
3.	Reports of Commissions of Enquiry appointed by the Governor.
4.	Annual Reports of the Sindh Public Service Commission.
5.	Periodical reports of activities of Provincial Departments and Offices, as and when required.
6.	All documents issued by the Provincial Finance Minister pertaining to the Annual Budget.
7.	Daily Press Reports and Handouts issued by the Provincial Information Department.
8.	All other important cases involving questions of Policy and principles.
9.	Papers pertaining to any other matter required by the Governor through a general or special order.
10.	Minutes and decisions of Cabinet meetings.
11.	All Cypher messages and telegrams.

SCHEDULE – VI
See rule 8 (i)
**LIST OF CASES TO BE SUBMITTED TO THE CHIEF MINISTER
FOR HIS ORDERS.**

S.No	Cases	Article of the
1.	2.	3.
1.	Authentication of the Schedule of authorized Expenditure	123
2.	All cases relating to matters, which are liable to involve Government in controversy with the Federal Government or with another Provincial Government.	--
3.	All cases which may have a bearing on relation with a foreign Government.	--
4.	All cases falling in the following categories shall be submitted through Services & General Administration Department:- (a) Appointment under statutory Corporations and bodies which are required to be made or approved by Government; (b) deputation of civil servants for the purpose of appointment abroad; (c) re-employment of Officers of B-16 and above who are below the age of sixty years; (d) re-employment of any person beyond the age of sixty years in the service of Government or any corporation, local council or other autonomous or semi-autonomous body or organization under the control of Government; and (e) appointment of Chairman and Members of statutory corporations, autonomous or semi-autonomous bodies under the control of Government; (f) ¹[Appointment of Members of Sindh Public Service Commission].	
5.	Allocation of portfolios to the Ministers.	--
6.	All cases falling in the following	

¹ Added vide Notification No. SORI(SGA&CD)7-27/2022 dated 13.07.2022

	categories shall be submitted through Services & General Administration Department :- (a) appointments and Promotions to posts in B-19 and above and officers of equivalent rank and status; and (b) all appointments and Promotions to the posts of Deputy Commissioners, Superintendents of Police, Civil Judges, Senior Civil Judges and Additional District Judges and the District and Sessions Judges.	
7.	Administrative Courts and Tribunals for Provincial subjects – appointment, etc, of Chairman and Members of the Administrative Courts or Tribunals for Provincial Subjects.	
8.	Bill or amendment in respect of matters for which the Provincial Assembly has power to enact to be introduced or moved in the Provincial Assembly.	115
9.	Complaints to the Council of Common Interests about any executive action or legislation taken or passed or proposed to be taken or passed, or the failure of any authority to exercise any of their powers with respect to the use, distribution or control of water from any natural source of supply.	153
10.	Cases regarding the conditions of service or promotion of, or, disciplinary action against, members of Federal Services or holders of appointment normally held by them. Cases to be referred to the Federal Government shall be shown to the Chief Minister both before a reference is made to the Federal Government as well as before final orders are issued.	--
11.	Cases in which advice of the Public Service Commission is not acceptable to a Department.	--
12.	Delegation of Powers by the Chief Minister to a Minister or Advisor or the Secretary.	--
13.	Delegation of Powers of a Minister to the Secretary.	--

14.	Laying of Supplementary Statement of Expenditure before the Provincial Assembly.	124
15.	Making demands for grants of the Provincial expenditure.	122 (3)
16.	Matters of Policy in which Minister proposes to rescind an order passed by his predecessor in Office.	--
17.	Presentation of Annual Budget statement to the Assembly and charges thereon.	120
18.	Recommendations for the grant of honors and awards.	--
19.	Selection of Officers of the rank of Secretaries to Government and above for appointment under the Federal Government.	--
20.	Framing or alteration of rules for the authentication of orders and other instruments.	--
21.	Rules of Business framing and alteration thereof.	--
22.	¹ [Powers as provided under the Sindh Boards of Intermediate and Secondary Education (Amendment) Act, 2008 (Sindh Act No. XXV of 2011) and the Sindh Universities Laws (Amendment) Act, 2013 (Sindh Act No. XLIII of 2013).	

¹ Added by Notification bearing No.SORI(SGA&CD)2-4/2013 (CM SECTT) dated 13-08-2014

SCHEDULE - VII

See rule 8 (ii)

**LIST OF CASES TO BE SUBMITTED TO THE CHIEF MINISTER
FOR INFORMATION**

S.No	Cases
1.	2.
1.	Press notes issued by the Information Department.
2.	Report of Committees of Enquiry appointed by Government.
3.	Intelligence Reports (daily, weekly and special reports) of Special Branch
4.	Cases of appointments of Provincial Secretaries and to posts in B-20 and above as well as appointments of Heads of autonomous bodies under the control of the Provincial Government (including Statutory Corporations and Authorities) in equivalent Basic Pay Scales.
5.	Reports of Commissions of Enquiry appointed by the Governor.
6.	Annual Reports of the Sindh Public Service Commission.
7.	Periodical reports of activities of Provincial Departments and Offices, as and when required.
8.	All documents issued by the Provincial Finance Minister pertaining to the Annual Budget.
9.	Daily Press Reports and Handouts issued by the Provincial Information Department.
10.	All other important cases involving questions of policy and principles.
11.	Papers pertaining to any other matter required by the Governor through a general or special order.
12.	Minutes and decisions of Cabinet meetings.

Schedule-VIII
(See rule 35(i)
¹ [Deleted]

Deleted by Notification No.SORI(SGA&CD)3/2-85(P-V) dated 26th March, 1989.

SCHEDULE - IX

See rule 35 (ii)

¹[Omitted]

¹ Repealed / Omitted by Notification No.SORI(SGA&CD)2-4/2013(SGA&CD) dated 7th July, 2017.